DOCUMENT RESUME

ED 358 857 IR 054 582

TITLE	Library Services in New Hampshire: A Long-Range Program for Statewide Library Development as Assisted by the Federal Library Services and Construction Act. Adopted by the New Hampshire State Library Advisory Council.
INSTITUTION	New Hampshire State Library, Concord.
PUB DATE	Dec 91
NOTE	98p.; Cover title is variant of inside title: "Long-Range Program for Library Service, 1992-1996."
PUB TYPE	Viewpoints (Opinion/Position Papers, Essays, etc.) (120) -- Reports - Descriptive (141)
EDRS PRICE	MF01/PC04 Plus Postage.
DESCRIPTORS	*Access to Information; Evaluation Methods; Federal Aid; Federal Legislation; Library Cooperation; Library Development; Library Personnel; *Library Planning; *Library Services; *Long Range Planning; Needs Assessment; Program Evaluation; *State Programs; Statewide Planning; *Telecommunications
IDENTIFIERS	Action Plans; Library Services and Construction Act; *New Hampshire

ABSTRACT

The New Hampshire Long-Range Program (1992-1996) was prepared in accordance with the requirements of the Library Services and Construction Act (LSCA). It identifies the state's library needs and the actions to be taken toward meeting those needs. The program was developed to ensure that all persons in New Hampshire will have equal access to library service. Emphasis is placed on the coordination of services among the libraries of the state. Evaluation is conducted by the New Hampshire State Library Advisory Council and the professional staff of the State Library. Linkages among the libraries, facilitated by the relatively small size of the state, are discussed, as are the services offered to various categories of patrons. The telecommunications needed to link libraries effectively are described, and an action plan is set forth to work toward the goals of individual types of programs under three titles of the LSCA. General definitions, policies, procedures, and criteria are listed for LSCA grants. Seven appendixes contain material about the Library Advisory Council, libraries in the state, and aspects of the LSCA grant program. (SLD)

****
* Reproductions supplied by EDRS are the best that can be made *
* from the original document. *
****

IR

U.S. DEPARTMENT OF EDUCATION
Office of Educational Research and Improvement
EDUCATIONAL RESOURCES INFORMATION CENTER (ERIC)

☐ This document has been reproduced as received from the person or organization originating it.

☐ Minor changes have been made to improve reproduction quality.

• Points of view or opinions stated in this document do not necessarily represent official OERI position or policy.

ED358857

NEW HAMPSHIRE STATE LIBRARY

LONG-RANGE PROGRAM

FOR LIBRARY SERVICE

1992 - 1996

"PERMISSION TO REPRODUCE THIS MATERIAL HAS BEEN GRANTED BY
Kendall Wiggin

TO THE EDUCATIONAL RESOURCES INFORMATION CENTER (ERIC)."

BEST COPY AVAILABLE

I20.54:S82

Judd Gregg
Governor of New Hampshire

Shirley G. Adamovich, Commissioner of
Cultural Affairs

State Library of New Hampshire

Kendall F. Wiggin, State Librarian
Matthew J. Higgins, Administrator of the Bureau of Library Operations
Melinda F. Wood, Supervisor of Administrative Services Section
Bonny L. Roy, Supervisor of Fiscal Services Section
John J. McCormick, Supervisor of Reference & Information Services Section
Eileen Keim, Supervisor of Library Services to the Handicapped & Institutions Section
Eleanor O'Donnell, Supervisor of Technical Services Section
Charles LeBlanc, Supervisor of Network Services Section
Judith A. Kimball, Supervisor of Library Development Services Section
Norma Jane Lyman, Librarian, Law Library

Members of the New Hampshire State Library Advisory Council

Fred Bauer
Arthur Berlin
Sarah Chapman
Pauline Croteau
Maureen Cullen
Jean Garland
Cynthia Hamilton
Dorothy Holden
Donald Hutchinson
Jeffrey Kent
Ann McHugo
Jane Palmer
Edward Reed
David Richman
Ann Rolfe
Rachel Sanborn
Susan Snider
Yvette Viger
Michael York

Library Services in New Hampshire

A Long-Range Program for Statewide Library Development

As Assisted by the Federal Library Services and Construction Act

Adopted by the New Hampshire State Library Advisory Council

New Hampshire State Library
20 Park Street
Concord, New Hampshire 03301-6303
December 1991

Preface

In compliance with the Library Services and Construction Act as amended, P.L. 101-254, the New Hampshire State Library submits a revision of its long-range program covering the five year period FY 1992-1996.

Kendall F. Wiggin
State Librarian

Table of Contents

Preface i
Table of Contents ii
New Hampshire Profile. 1
Action Plan. 31
General Definitions, Policies, Procedures & Criteria for LSCA Grants. 65
Appendices

New Hampshire Profile

Purpose 2
New Hampshire State Library Advisory Council 2
Long-Range Program Development. 2
Coordination of Library Programs. 3
Dissemination of Information 4
Evaluation 4
New Hampshire State Library 5
Library Networks 6
The New Hampshire Automated Information System 9
Present Status of System 11
Telecommunications Network 11
System Libraries 14
Public Libraries 14
School Libraries and Media Centers. 15
Special Libraries. 15
College and University Libraries 16
Geographic, Demographic and Economic Conditions 17
Economic Conditions 18
Public Library Services - Status and Needs 18
Library Services to Areas Without Public Library Services 18
Library Services to Areas With Inadequate Public Library Services 19
Library Services to the Disadvantaged 19
Library Services to the Blind and Physically Handicapped 20
Library Services to Institutions 21
Strengthening the State Library Administrative Agency 22
Support of Major Urban Resource Libraries 22
Strengthening Metropolitan Public Libraries that Serve as National or Regional Resource Centers 23
Library Services to Individuals with Limited English-Speaking Proficiency 23
Library Services to the Elderly 24
Community Information Referral Centers 24
Library Services to Increase Literacy 24
Library Services to Handicapped Individuals 25
Intergenerational Library Programs 26
Child Care Center Library Programs 26
Model Library Literacy Centers 27
Library Services for Drug Abuse Prevention Programs 27
Library Services and Construction Act Administration 27
Library Services and Construction Act Admininstration Needs 27
Public Library Construction and Technology Enhancement 28
Interlibrary Cooperation and Resources Sharing 28
Planning for Cooperative Library Networks 28
Establishing, Expanding and Operating Library Networks 29
Planning for Statewide Resource Sharing 29
Technological Capacity for Interlibrary Cooperation 30
Preservation Programs 30

ACTION PLAN

Title I

100.0 Library Services to Areas Without Public Library Service 33
101.0 Library Services to Areas With Inadequate Public Library Service 34
102.0 Public Library Services to the Disadvantaged 35
103.0 Library Services to the Blind and Physically Handicapped 37
104.0 Library Services to Institutions 39
105.0 Strengthening the State Library Administrative Agency 41
106.0 Support of Major Urban Resource Libraries 42
107.0 Strengthening Metropolitan Public Libraries 42
108.0 Library Services to Individuals with Limited English-Speaking Proficiency 44
109.0 Library Services to the Elderly 45
110.0 Community Information Referral Centers 47
111.0 Library Services to Increase Literacy 48
112.0 Library Services to Handicapped Individuals 49
113.0 Intergenerational Library Programs 50
114.0 Child Care Center Library Programs 51
115.0 Model Library Literacy Programs 51
116.0 Library Services for Drug Abuse Prevention Programs 52
117.0 Administration of the Library Services and Construction Act Program 53

Title II

200.0 Public Library Construction and Technology Enhancement 54

Title III

300.0 Planning for Cooperative Library Networks 58
301.0 Establishing, Expanding and Operating Library Networks 59
302.0 Planning for Statewide Resource Sharing 60
303.0 Increasing Technological Capacity for Interlibrary Cooperation 62
304.0 Preservation of Library Materials 63

GENERAL DEFINITIONS, POLICIES, PROCEDURES & CRITERIA FOR LSCA GRANTS

Definitions 66
Policies 66
Priorities 67
Procedures 67
Criteria 67

APPENDICES

Appendix A: New Hampshire State Library Advisory Council Membership
Appendix B: Areas Without Public Library Service and With Inadequate Public Library Service
Appendix C: New Hampshire Public Library Standards
Appendix D: Application Form for LSCA Direct Grant Funds, Titles I & III
Appendix E: LSCA Direct Grant Reports
Appendix F: Acronyms

New Hampshire Profile

New Hampshire Profile

PURPOSE

The New Hampshire Long-Range Program (1992-1996) was prepared in accordance with the requirements set forth in Section 6(d) of the Library Services and Construction Act (LSCA) as amended (P.L. 101-254).

> "It is the purpose of this Act to assist the States in the extension and improvement of public library services to areas and populations of the States which are without such services or to which such services are inadequate and to assist Indian tribes in planning and developing library services to meet their needs. It is the further purpose of this Act to assist with (1) public library construction and renovation; (2) improving state and local public library service to older Americans, for handicapped, institutionalized, and other disadvantaged individuals; (3) strengthening state library administrative agencies; (4) promoting interlibrary cooperation and resource sharing among all types of libraries; (5) strengthening major urban resource libraries and (6) increasing the capacity of libraries to keep up with rapidly changing information technology.
>
> Nothing in the Act shall be construed to interfere with State and local initiative and responsibility in the conduct of library services. The administration of libraries, the selection of personnel and library books and materials, and, insofar as consistent with the purposes of this Act, the determination of the best uses of the funds provided under this Act shall be reserved to the States and their local subdivisions and Indian tribes."

The Long-Range Program means the comprehensive five-year program that identifies the state's library needs and sets forth the activities to be taken toward meeting the identified needs with the assistance of the federal funds available under LSCA. This long-range program was developed by the state's library administrative agency and specifies the state's policies, criteria, priorities and procedures as required by the regulations promulgated by the Secretary of Education.

NEW HAMPSHIRE STATE LIBRARY ADVISORY COUNCIL

The New Hampshire State Library Advisory Council has taken an active part in the development of this five-year Long-Range Program, as required by federal regulations. The Advisory Council has advised the State Librarian on the planning, development and evaluation of effective library service programs for all the people in the state. As required under federal regulations, the functions and responsibilities of the Advisory Council are as follows:

1) advise the state library administrative agency on the development of the State Plan, including preparation of the Long-Range and Annual Programs;
2) advise the state library administrative agency on policy matters arising in the administration of the State Plan and;
3) assist the state library administrative agency in the evaluation of activities supported under the State Plan.

The Advisory Council consists of nineteen members that broadly represent public, school, academic, special and institutional libraries and those libraries serving the handicapped in the state and of persons using such libraries, including disadvantaged persons within the state. The term of office for each member is a one-year, two-year, or three-year renewable staggered term. No member may serve for more than two consecutive terms (see Appendix A).

LONG-RANGE PROGRAM DEVELOPMENT

The Long-Range Program was developed to ensure that all persons in New Hampshire, irrespective of place of residence, physical disability or social or economic circumstance, will have equal access to quality

library service. The state library administrative agency has sought the advice of the library community in the development, improvement and strengthening of the Long-Range Program. The State Librarian, the Administrator of Library Operations, and the LSCA Coordinator have worked with the New Hampshire State Library Advisory Council, State Library staff members and members of the library community in the preparation of the document.

Meetings and consultations were held with several library organizations throughout the state by the staff of the State Library's Library Development Services Section in an effort to identify the library and informational needs of the population. Participation in this process has also meant involvement by the New Hampshire Automated Information Systems Board (NHAISB), the New Hampshire College and University Council (NHCUC), the Area Library Forums (ALF's), the Urban Public Library Consortium (ULC) and representatives of the library community at large. To address these identified needs these various groups have worked with the state library administrative agency in examining the alternatives for providing the best possible library service.

Throughout the development of the Long-Range Program, the state library administrative agency has consulted with and been assisted by the assigned federal program officer at the United States Department of Education.

Annual review and revision of the Long-Range Program will be conducted by the New Hampshire State Library Advisory Council and the New Hampshire State Library staff in consultation with appropriate agencies and individuals. Updates to the program will be accomplished as dictated by periodic evaluations and other measures of program effectiveness.

COORDINATION OF LIBRARY PROGRAMS

It is the policy of the New Hampshire State Library to act as the coordinating body for library programs and activities among all types of libraries in the state.

This policy of coordination among public, school, academic and special libraries, along with libraries serving the handicapped and those serving the institutionalized, has resulted in a unified multitype library system for the state of New Hampshire. Accomplishment of this coordination has been made possible by representation of the different types of libraries on the New Hampshire State Library Advisory Council and the New Hampshire Automated Information Systems Board. State Library staff have attended the meetings of the State's six Area Library Forums and worked with the members to coordinate the activities of the different types of libraries within each of the state's six areas. Membership in professional associations throughout the state is actively encouraged, and liaisons with all library related associations are continuously maintained.

Coordination of library activities and programs is further facilitated by constant interaction with the several library cooperatives. The automated multitype local systems, both planned and currently operational, and the inclusion of the bibliographic records of all types of libraries into the statewide online union catalog at the State Library and at local systems exemplify the best in functional coordination.

The State Library works closely with other state agencies and with private institutions to provide a coordinated approach to serving all New Hampshire residents. Staff members meet regularly with librarians and other personnel at the institutional libraries to evaluate and discuss library service. Collection development policies and decisions are coordinated among the State Library, the New Hampshire Historical Society, and the New Hampshire Division of Records Management and Archives. All departments of state government work with the State Library in providing government documents and publications to the state's depository libraries. Also, legislative staff work with the State Library's Reference & Information Services Section in the coordination and development of unique New Hampshire databases such as the Status of Bills and the Newspaper Index. A most important effort in coordination has been established between the State Library and the New Hampshire Department of Education as they combine resources to address the problem of illiteracy among the population. An excellent example of interagency cooperation is the activity conducted between the New Hampshire Department of Safety and the State Library, in which telecommunications are transmitted over the Department of Safety's microwave throughout the multitype library network.

DISSEMINATION OF INFORMATION

All information pertaining to Library Services and Construction Act funded programs is publicized by the New Hampshire State Library in the following ways.

Printed copies of the Long-Range Program are distributed to each public and academic library. Copies are also provided to school libraries, special libraries, libraries serving the handicapped, institutional libraries, and to statewide library associations upon request.

Information about LSCA-funded programs and projects is published periodically in the State Library newsletter, *Granite State Libraries*, which is distributed throughout the library community. Annual revisions of the Long-Range Program, the Basic State Plan, and the Annual Program are available to other interested individuals, agencies and organizations. Copies are also available for public inspection at the State Library in Concord.

Information about the availability of grant monies under LSCA Titles I and II is sent to all public libraries and other appropriate institutions. Information on Title III grant programs is made available to the New Hampshire Automated Information Systems Board and to multitype cooperating libraries.

State Library staff members publicize the Long-Range Program and LSCA grant programs at library cooperative meetings, at Area Library Forum meetings, and through State Library-sponsored classes.

Reports and presentations on LSCA-funded projects are presented by grant recipients to the New Hampshire State Library Advisory Council.

EVALUATION

Evaluation of LSCA-funded projects and programs as set forth in the Long-Range Program is conducted by the New Hampshire State Library Advisory Council, and the New Hampshire State Library professional staff in the following ways.

State Library staff regularly collect and analyze data pertaining to library service and performance, i.e., staffing levels, levels of financial support, and collection development and availability. The analyzed data is published and distributed. In this manner the State Library is permitted to be continuously aware of trends in levels of library support and service.

Projects funded under LSCA Titles I and III are closely monitored by State Library consultants and recipients report regularly by submission of written reports, which are required at various stages in the projects.

Recipients of Titles I and III funds are also required, from time to time, to make presentations describing their projects' progress and evaluation to the New Hampshire State Library Advisory Council.

Site visits by State Library staff and members of the New Hampshire State Library Advisory Council are regularly made to libraries that have received funds under Titles I, II and III of LSCA. The purpose of these visits is to evaluate completed projects by on-site examination.

In addition to these evaluative measures and procedures, the state library administrative agency includes the published standards and guidelines of the appropriate professional associations and regulatory organizations. The published standards most commonly referred to are the following:

American Correctional Association and American Library Association, Library Standards for Adult Correctional Institutions, 1989

American Correctional Association and American Library Association, Library Standards for Juvenile Correctional Institutions, 1975

American Library Association, Media Programs, District and School, 1975

Public Library Space Needs: A Planning Outline by Anders Dalgren (Wisconsin Department of Public Instruction), 1988

American Library Association, Public Library Mission Statement and Imperative for Service, 1979

American Library Association, Revised Standards and Guidelines of Service for the Library of Congress Network of Libraries for the Blind and Physically Handicapped, 1984

American Library Association, Standards for Jails and Detention Facilities, 1981

American Library Association, Standards for Libraries at Institutions for the Mentally Retarded, 1981

American Library Association, Standards for Library Functions at the State Level, 1985

American Library Association, Standards for Library Services in Health Care Institutions, 1970

New Hampshire State Library, New Hampshire Public Library Standards, 1988

American Library Association, Standards and Guidelines for Client Library Services in Residential Mental Health Facilities, 1987

This five-year Long-Range Program will be continuously evaluated in terms of its activities, capacity to meet the program's stated goals and objectives, and the degree to which the identified needs are fulfilled. State Library staff, the New Hampshire State Library Advisory Council, the New Hampshire Automated Information Systems Board, and other appropriate members of the library community will cooperate to monitor the program. Amendments and revisions to the program will be undertaken as required by federal regulation.

NEW HAMPSHIRE STATE LIBRARY

The New Hampshire State Library is the state library administrative agency for New Hampshire and is bestowed with the statutory authority and responsibility for providing leadership in promoting, developing and improving quality library service throughout the state.

The services of the State Library as mandated by statute (New Hampshire RSA 201-A:2) include:

1) reference service to the legislature, a law library and general reference service to state and local officials and to the general public;
2) library service to the blind and physically handicapped that develops, maintains and services special materials for the handicapped, such as talking books, Braille books, cassette tapes, large print publications, etc.;
3) advisory and planning assistance on library related matters to public librarians, boards of trustees, local governments, state agencies and other persons and to librarians in post-secondary educational institutions;
4) promotion of interlibrary cooperation and coordination in the sharing of resources among all types of libraries;
5) administration of state and federal assistance programs for public library service, interlibrary cooperation and public library construction;
6) provision of library materials in their several formats to enhance the development of state-wide library services and to support and further services such as interlibrary loan and interlibrary reference;
7) provision of consultant services to the state's tax supported residential institutions for the establishment and operation of institutional libraries;
8) collection, analysis and reporting of data from public libraries and from multitype libraries involved in activities supported, at least in part, by funds granted for library development and interlibrary cooperation.

To maximize the availability of these and other library and informational services the State Library is organized as follows.

The New Hampshire State Library, also referred to as the Division of Libraries, is the largest division in New Hampshire's Department of Cultural Affairs. The Commissioner of Cultural Affairs directs this department and is appointed by the Governor. The Commissioner works closely with the State Librarian and the Administrator of the Bureau of Library Operations, who have the responsibility for the operation of the state library administrative agency. Assisting the Commissioner, the State Librarian, and the Administrator of the Bureau of Library Operations in the promotion and development of statewide library services are the following sections.

The Administrative Services Section maintains all records, files correspondence, and certifies to the completeness and accuracy of documents necessary for the monitoring and evaluation of all LSCA funded activities. This section also provides secretarial and administrative assistance to the Commissioner, the State Librarian, the Administrator of Library Operations, and the other sections as needed. It compiles statistical data on public libraries and updates public library records.

The Fiscal Section works closely with the Administrative Services Section in insuring that funds are disbursed and recorded in an efficient manner. The section maintains the accepted fiscal controls and accounting procedures that are necessary for the administration of state and federal funds.

The Law Section maintains a law library for use by judicial, legislative and executive branches of state government. It also provides services to members of the courts, the New Hampshire bar, offices of the various state departments, and to the general public.

The Reference & Information Services Section provides centralized service to assist state departments, libraries and citizens of New Hampshire in securing needed information. It also maintains bibliographic and reference service for all libraries, arranges for interlibrary loans, provides online database searching, supervises circulation control of the library's collections and furnishes special reference service to the state legislature and state agencies.

The Library Development Services Section stimulates, encourages and assists in the development and improvement of local public library services through the Statewide Library Development System. Through research, statewide and regional planning and training, the section promotes understanding and enthusiasm for the principles of good library services among trustees, librarians, and the general public.

The Technical Services Section is responsible for ordering and receiving all publications, including United States and state documents, for the library's collections. It processes and catalogs all items added to the collection, maintains the State Library's online catalog and collects, catalogs and distributes state publications to the designated depository libraries in the state. It is also responsible for the maintenance and preservation of the State Library's collection and for the operation of the CAPNET system.

The Network Services Section provides a union catalog of statewide library holdings and bibliographic services for libraries in the statewide network. It maintains the New Hampshire Automated Information System's telecommunications network and promotes the use of appropriate technologies in libraries. It also provides consulting services on all aspects of library automation to all types of libraries.

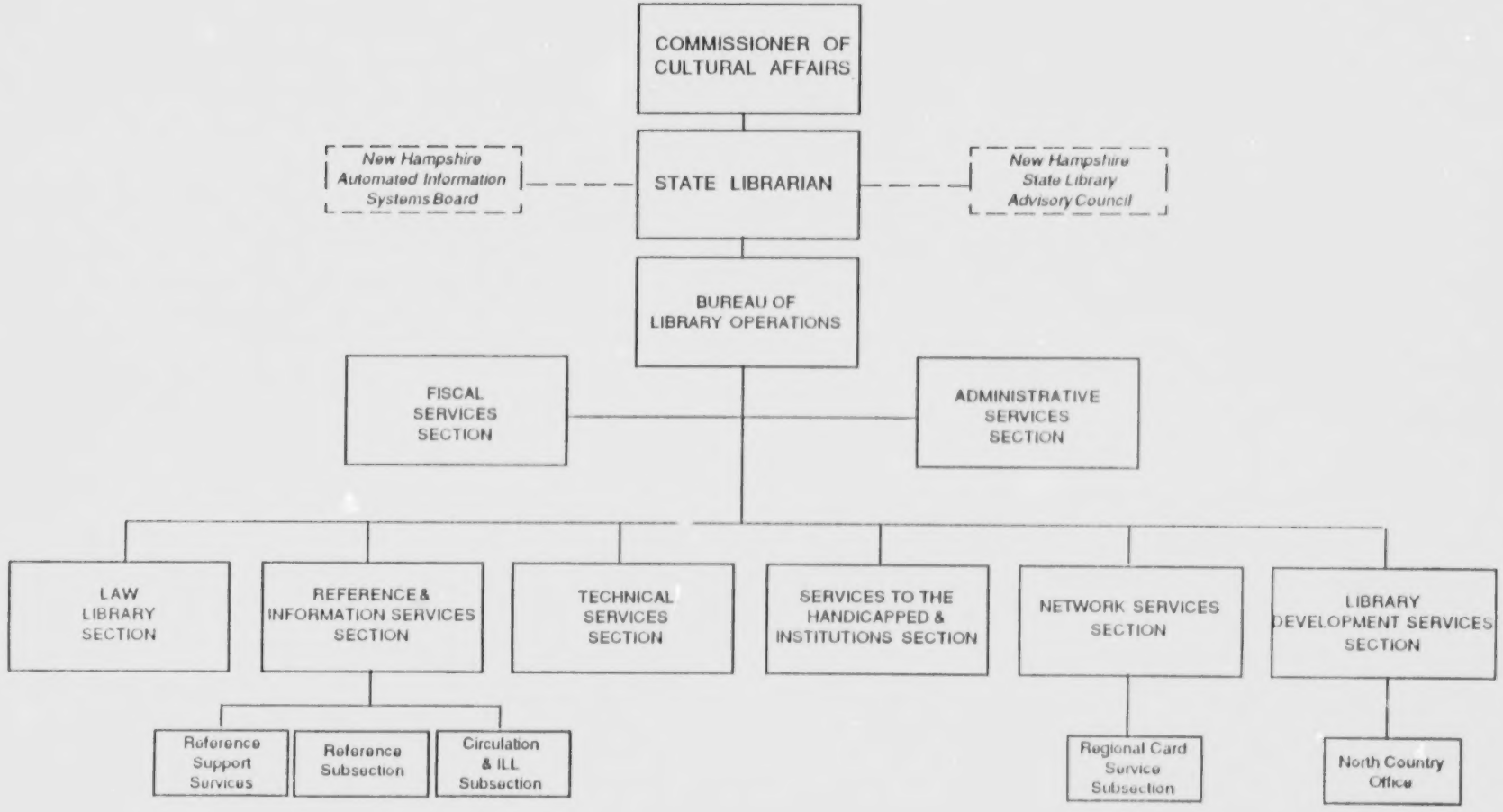
The Library Services to the Handicapped & Institutions Section is responsible for the development and improvement of library services to the handicapped in the state. This section is also responsible for providing library services to state institutions and for developing and implementing long-range plans to improve the services.

LIBRARY NETWORKS

New Hampshire is small enough geographically to be considered as a system in its entirety, a fact that has made networking development relatively easy. The Legislature in 1981 took this into consideration when

NEW HAMPSHIRE STATE LIBRARY

Organizational Chart
September 1991



the present Statewide Library Development System was authorized. Within this statewide system are geographical groupings, some authorized by law under New Hampshire RSA 201-D, and others that can be considered grassroots organizations.

The six Area Library Forums are open to all public, school, academic or special libraries. They are meeting places where the following activities are undertaken.

1) The sharing and solving of problems
2) Fostering interlibrary cooperation
3) Discussion of statewide library directions
4) Consideration of recommendations to the New Hampshire State Library Advisory Council
5) Statewide policymaking, such as the 1988 *Public Library Standards*, authorized under New Hampshire RSA 201-D:10 I, III

The Statewide Standards Committee, which was made up of members of the Library Development Services Section staff, and two representatives from each Area Library Forum, addressed the following areas of concern.

1) The staffing of libraries - FTE's and education - as both were considered inadequate
2) Public service hours - what should constitute "adequate," and should this be based on population
3) The collection - what was the minimum that could usefully serve a small community
4) The board of trustees - how could they become more responsive to library needs
5) The physical plant - what was necessary for minimum service
6) How libraries in the smallest communities could be compared with those in larger urban areas

The final draft of the *Public Library Standards* recognized that comparisons within one framework were virtually impossible and wisely decided on a three-tier approach, allowing each library to select its own level of standards based on many factors. Thus, a library would become "Associate," "Certified" or "Accredited," depending on the following factors.

1) Service hours for size of population served
2) Educational level and size of staff
3) Services offered to the community
4) Public relations efforts to that community
5) Use of statistical reports and community studies in selecting collection materials and in providing services and programs
6) Relative sophistication of information retrieval and dissemination
7) Interaction between the library, other libraries and agencies
8) Library's contribution to the Statewide Library Development System

In no instance was a library to be assigned to a level by the size of the community in which it was located.

Prior to the acceptance of these standards, many libraries had felt the necessity for some kind of "neighborhood" networking, and had, on their own initiative, conceived the cooperative idea.

As early as 1974, these local cooperatives were functioning in varying degrees, depending on the leadership and the libraries involved.

1) Hillstown Cooperative, in the populous urban area near Manchester, applied for and received LSCA Title I grants on two occasions during the 1970's: (a) for audiovisual equipment and materials to serve the preschool population and (b) shelving for a last-copy fiction depository. Both projects are still functioning and the fiction depository now serves the entire state through interlibrary loan.

2) RALI (Rochester Area Librarians) Cooperative received an LSCA Title I grant in 1979 for an audiovisual project shared by one city and seven small public libraries. Once again, this was continued with yearly budget appropriations from each library.

The cooperatives function on their own, more or less formally, with meetings, elections and programs suited to and decided on by each cooperative. All are part of one of the six Area Library Forums, with the geographic boundaries coinciding.

1) Forum I includes Northern Carroll County Cooperative and North Country Library Cooperative.
2) Forum II includes the NUBANUSIT Library Association and LUV (Librarians of the Upper Valley).
3) Forum III and Scrooge and Marley Cooperative are the same unit.
4) Forum IV includes Suncook Valley Libraries and West of the Merrimack Cooperative.
5) Forum V includes Rochester Area Librarians and Seacoast Libraries.
6) Forum VI includes Hillstown Cooperative and Merri-Hill-Rock Cooperative.

Consultant staff from the Library Development Services Section act as liaisons between the cooperatives and the State Library and as resource people at each of their meetings. These cooperatives serve in the following ways:

1) as a first line for interlibrary loans, sharing materials through union lists;
2) as a source of programming ideas;
3) as an exchange medium for audiovisual materials;
4) as an educational source;
5) as a bargaining agency with the distributors of library resources.

Each of these structures, the cooperatives, and the Area Library Forums, lead naturally to the next level/ type of network. The local systems of the New Hampshire Automated Information System are the next step, including the same basic cooperative units, but on a more formal level than the Area Library Forums.

THE NEW HAMPSHIRE AUTOMATED INFORMATION SYSTEM

The New Hampshire Automated Information System is a multitype library system authorized by two pieces of New Hampshire legislation (RSA 201-D, The Statewide Library Development System, and RSA-A:21-26, Instituting an Automated Information System for the State Library).

The formation of the New Hampshire Automated Information System came about as a result of the 1982 report of the New Hampshire Automation Task Force. The Task Force found that the primary need was to expand resource sharing throughout the statewide network and made the following recommendations.

- *Expand the machine-readable database.*
- *Convert manual files to machine-readable format and require compliance with LC MARC format when converting.*
- *Build systems compatible with the goal of long term, multifunction uses.*
- *Explore the feasibility of expanding the Centralized Card Service to additional libraries.*
- *Accelerate and improve library cooperation via automated systems.*
- *Mount an automated union catalog at the State Library at a later date.*
- *Solicit grant applications to create and expand the statewide machine-readable database.*

Acting on the recommendations of the Task Force, the State Librarian formed the New Hampshire Automated Information Systems Board. This Board was charged with developing a plan for establishing an automated information network that would ensure that all citizens of New Hampshire would have maximum access to library and information services. The Board, comprised of librarians, library trustees, legislators, state agency personnel, and various other interested people, deliberated through the summer and fall of 1982. In early 1983 its final report was submitted, and acting upon its recommendations, the New Hampshire Advisory Council on Libraries approved the choice of Avatar Systems as the most favored vendor. The choice was subsequently approved by the New Hampshire State Library Commission and the State Library's project officer at the U.S. Department of Education.

Avatar Systems, using Integrated Library System (ILS) software, was judged the most suitable system to meet the needs of New Hampshire's interlibrary network. At that time the ILS was the only library system

designed to support all the fundamental library activities in one system: circulation, online catalog, acquisitions, cataloging, serials control, and administration. A contract was signed with Avatar Systems providing for the installation of a Data General Eclipse C/350 Computer, capable of running ILS software, at the State Library. Avatar Systems was subsequently purchased by OCLC and became part of its LS2000 system. In 1990 the LS2000 system was purchased by Ameritech, a company that continues to support the system, using former OCLC staff.

Since 1980 the cataloging for over 120 public libraries has been done by the State Library through OCLC. Cataloging for ten small college libraries, the Franklin Pierce Law Center, and 27 high school libraries has been added since 1983. As cataloging for these 162 libraries is being done at the State Library through the OCLC bibliographic utility, the bibliographic information is also being entered into the State Library's computer. Thus, an instantaneous union catalog is created for the statewide system.

The larger academic libraries - University of N.H., Plymouth State College, Keene State College, St. Anselm College, New England College, and the State Library hold their own memberships in OCLC, and thus all tapes are compatible and conform to established national standards for machine-readable cataloging.

In addition to the bibliographic database which contains books, United States and New Hampshire documents, pamphlets, children's books, etc., the State Library has created some unique New Hampshire databases: an online Status of Bills during the legislative sessions and an index to government news in the *Union Leader*, the *Concord Monitor*, and the *Nashua Telegraph*. The intent is to index all New Hampshire documents, to provide a directory to state government agencies, people and services, and a directory of events statewide. Access to these databases may be by dial-in with telephone, modem, and terminal, or by online twenty-four hour access. Terminals are presently located in many town libraries, in high school libraries, in special libraries, and in university and college libraries.

In 1991 the N.H. Automated Information System (NHAIS) contains the holdings of public, school, and small academic libraries and those of the State Library from 1980. It also contains all the holdings of Concord Public Library which is using LS2000 to automate its circulation. In addition, special databases containing information on New Hampshire, such as the Status of Bills and the Newspaper Index, are part of NHAIS.

At present NHAIS is made up of four local systems, each using OCLC's LS2000 software. Local systems were developed to address the need of larger public and academic libraries for automated circulation systems. Also, because of telecommunications costs and the large number of titles and holdings involved, it was decided to set up local systems that would serve the needs of larger libraries and at the same time serve all libraries in the area as a local online union catalog.

The following aspects of library automation provide further rationale for local systems.

1) A shared database containing the holdings of from seven to twenty academic, public, high school, and special libraries gives even the smallest library a respectable collection of materials from which to draw.
2) It facilitates the creation of unique New Hampshire databases such as the Status of Bills during the legislative session, indexes to government news in major newspapers and local news from area newspapers, Index to New Hampshire State Documents, Directory of State Agencies and Services, art events, etc.
3) Local systems readily reveal the status of an item: out, in and ready for use, at the bindery, lost not replaced, etc.
4) Interlibrary loan takes place in the local system first, then statewide.
5) Each local system is self-governing, supports its maintenance and line costs, utilizes a van for daily local delivery of materials and connects with the State Library computer for union catalog and unique New Hampshire databases.
6) Local systems prevent unnecessary duplication of materials, provide better service at lower costs, and make information more readily available for the educational process and directly to citizens.

PRESENT STATUS OF SYSTEM

Capital Area Library Network: The oldest of the local systems, with its computer located at the State Library, has been renamed the Capital Area Library Network (CAPNET). Its original minicomputer has been replaced with a Data General MV15000 with 1776 megabytes of storage. CAPNET contains a total of 257,934 titles. This includes the holdings of all CAPNET libraries that participated in the Card Service from 1980 to the present; the holdings of all other public, school and small academic libraries that participated in the Card Service from 1980 through 1987; the complete holdings of Concord Public Library; and the special New Hampshire databases, such as the Status of Bills, Newspaper Index and State Agency Directory. The Franklin Pierce Law Center Library and the N.H. Technical Institute are in the process of adding all of their titles to the system. In 1988, CAPNET became a local system and since then only the new holdings of CAPNET libraries have been entered into the database. The State Library has closed its card catalog and is now using the Online Public Access (OPAC) capabilities of the LS2000 system. The libraries in CAPNET and the other local systems are shown on the map on page 13.

Seacoast Area Integrated Library System: The second local system is the Seacoast Area Integrated Library System (SAILS). A Data General MV10000 minicomputer with LS2000 software is housed at the University of New Hampshire's Dimond Library. The System presently contains 469,253 titles owned by UNH and the holdings of the five libraries that have been profiled to use the circulation subsystem (Oyster River High School, Dover Public Library, Hampton Public Library, Exeter Public Library, Portsmouth Public Library, and Rochester Public Library) are presently being entered. UNH is currently using the circulation subsystem. As requests for catalog cards are processed for non-UNH libraries, its holdings are entered into the SAILS database. Cataloging is being done at the New Hampshire State Library.

Greater Manchester Integrated Library Cooperative System: The third local system is the Greater Manchester Integrated Library Cooperative System (GMILCS). A Data General MV8000 computer with LS2000 software is housed at the Manchester City Library. The System presently contains over 116,000 unique titles and over 200,000 library holdings representing over 30 libraries. At this time the Manchester City Library, the Bedford Public Library and the Merrimack Public Library are using the circulation function of the system. An automation consultant/cataloger for GMILCS oversees the GMILCS processing center, a regional card service and coordinates the automation activities of the GMILCS member libraries. In addition, a Digital Equipment Company PD/P11 computer at Manchester City Library houses a statewide online union list of serials.

Five Rivers Area Library Network: The Five Rivers Area Library Network (FIVE RIVERS) is the fourth local system. A Data General MV6000 minicomputer was installed at Plymouth State College to be used by FIVE RIVERS with LS2000 software. Plymouth State College has loaded its holdings into the system. Over 43,000 bibliographic records of public libraries in the network have also been loaded into the database. A cataloger at Plymouth State College assists librarians in the FIVE RIVERS system.

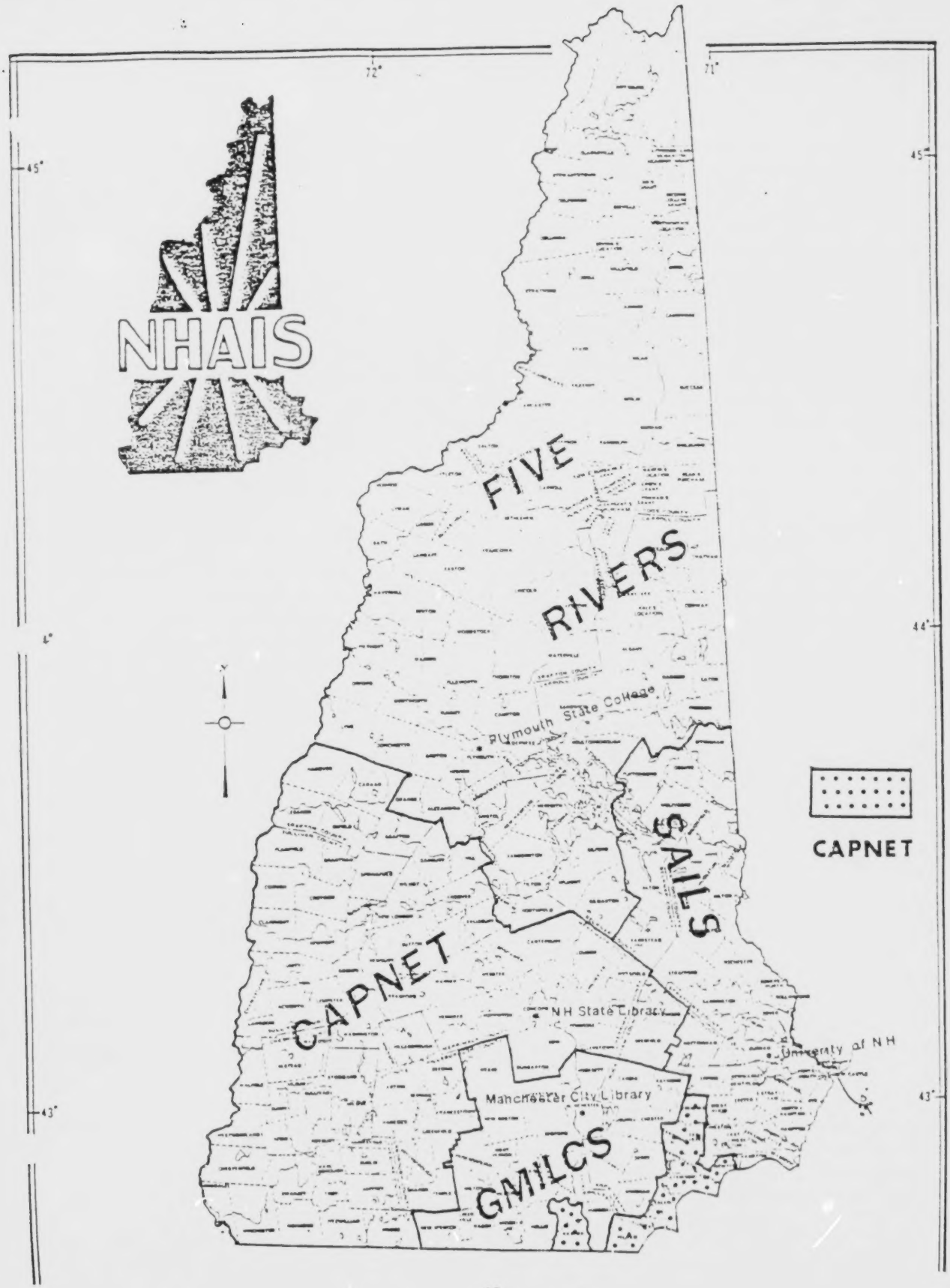
Connecticut River Area Information Network: In the western part of the state, there is a fifth local system which is presently in its infancy. It has been named the Connecticut River Area Information Network (CRAIN). The group is currently in the discussion stage. It should be noted that CRAIN does not appear on the NHAIS map. This is because the final boundaries of this system have not yet been determined. Keene State College is presently using Inopac by Triple I for its circulation. Keene Public Library will use the same system. Its cataloging will be loaded directly into the system at Keene State College from the New Hampshire State Library.

TELECOMMUNICATIONS NETWORK

Each of the above-mentioned local systems is part of the New Hampshire Automated Information System. Each system's computer is linked by means of terrestrial and microwave links to each other through a multiplexer in Concord. The libraries that are to use the LS2000 as their circulation control system have direct data links to their system's computer. Taking advantage of these direct links, the State Library has placed dial access points strategically around the state. This is to provide the greatest number of libraries with toll-free access. There are also two toll-free numbers that are connected to the NHAIS network.

The telecommunications network allows any member library in the state to have the resources of other member libraries at their disposal through the interlibrary loan protocols. Electronic mail is being used within two of the local systems and the plan is to allow interregional electronic mail in the near future.

There are over 1,100,000 titles on the four active local systems' computers. These titles represent the holdings of public, academic, private, school, and special libraries throughout the state.


NHAIS
72°
71°
45°
44°
43°
FIVE RIVERS
Plymouth State College
SAILS
CAPNET
CAPNET
NH State Library
University of NH
Manchester City Library
GMILCS
CAPNET

SYSTEM LIBRARIES

PUBLIC LIBRARIES

New Hampshire is proud of its long history of free public library service. In 1833 the town of Peterborough established the first free public library in the world, supported entirely by local public funds.

By 1894, 173 municipalities in New Hampshire had town libraries while several other towns had free libraries that were owned by private individuals or by associations. Total local appropriations for the free town libraries at this time was $31,885, an amount falling far below the actual expenditures. In some towns the operating expenses were paid from the treasury as an item of general expense while the amount appropriated was used to buy books. Following these early efforts, public library expansion and development has continued up to the present time.

In New Hampshire today there are 237 cities and towns and in all but 22 of these towns there is at least one free tax-supported public library. The 20 towns without free public libraries or with inactive public libraries are located for the most part in the relatively geographically isolated northern part of the state and contain 0.8 percent of the total population of 920,610 (see Appendix B).

Local support for public libraries has continued in a pattern of growth, particularly during the last few years. Between 1984 and 1985 the average per capita municipal appropriation for library service rose from $9.81 to $14.76. As operating expenses have increased so have the amounts of income received as shown by the following table.

SELECTED FINANCIAL DATA ON PUBLIC
LIBRARY SUPPORT IN NEW HAMPSHIRE 1985 - 1989
(per capita figures in parentheses)

Fiscal Year	Number of Libraries Reporting	Total Income All Libraries	Total Municipal Appropriation	Total Operating Expenditures
1985	235	$ 10,923,230 ($11.87)	$ 4,033,397 ($9.81)	$ 10,358,044 ($11.25)
1986	201	$ 12,803,883 ($13.90)	$ 10,356,541 ($11.25)	$ 11,853,091 ($12.88)
1987	208	$ 15,821,631 ($17.18)	$ 11,950,086 ($12.98)	$ 13,511,406 ($14.68)
1988	224	$ 15,296,312 ($16.62)	$ 13,242,064 ($14.38)	$ 14,681,326 ($15.95)
1989	229	$ 18,900,726 ($17.42)	$ 16,017,415 ($14.76)	$ 20,259,606 ($18.76)

This good level of local support does not, however, lull the New Hampshire State Library and the New Hampshire library community into complacency. They are well aware of the need for continuous and increasing local support for public libraries if the people of the state are to be provided with the best possible library and information services. This will require the ongoing efforts of the state's librarians and trustees, and the support and encouragement of the New Hampshire State Library.

State Funding: In past years New Hampshire public libraries have received small amounts of direct state aid, but until 1986 none had been appropriated for over 15 years. Realizing that local communities can afford different levels of support, and that there is an upper limit, the library leadership in the state worked hard in directing a strong and united effort toward the passage of legislation that would provide state aid to public libraries. The leadership of the New Hampshire library community is working to attain these levels of support. It is gratifying and encouraging to see that these efforts are showing some results. In the state FY 1987 and FY 1989 biennial budget $25,000 was appropriated for state aid for each year of the biennium - a small but significant step in the right direction. In the following year $38,616 in state funding was made available to assist the state's public library systems.

Over the past year, State Library consultants have worked with statewide library associations to determine the needs of public libraries. The results are as follows and are assigned no particular priority or order.

- *Access to the statewide union catalog for more efficient resource sharing*
- *Library facilities that provide physical and intellectual access to all library resources*
- *Assistance in the implementation and maintenance of the New Hampshire Public Library Standards*
- *Preservation and conservation of public library collections*
- *Increased cooperative efforts among libraries and other information agencies*
- *Effective continuing education programs*
- *More interaction among libraries, the community and the private sector*
- *Technical assistance in the purchase, installation and operation of new technology*
- *Public relations programs that increase the community's awareness of the library's role*

SCHOOL LIBRARIES AND MEDIA CENTERS

Educational media programs serving the students, faculty and staff of New Hampshire's 176 school districts have improved during the past ten years, although there has been a setback recently due to the downturn in the economy. Since 1990, the number of professionals has increased statewide, the level of resource sharing has increased, and standards for the elementary school library media programs have been adopted. Also significant is the hiring of a consultant for school library media services by the New Hampshire Department of Education.

In the public schools during 1991 there were 212 individuals who were certified at the professional levels of library media generalist or supervisor. Of this number, 86 were in elementary schools and 126 were in the middle, junior and high and district levels. Approximately 48 percent of the 330 elementary schools in the state are served by full-time or part-time professionals. Of the 61 high schools, 98% are served by professionals and 90 percent of the state's 132 secondary schools are served by professionals. The majority of these positions are full-time.

While statewide statistics have not been maintained regarding interlibrary loan in the public schools, by all anecdotal accounts, resource-sharing at the secondary level has increased considerably since the advent of the New Hampshire Automated Information System. In 1990, nearly 50 percent of the high schools accessed the statewide database.

In 1987 the Minimum Standards for New Hampshire Elementary Schools became law. They include standards for library media services with respect to staffing, collection, size of facility, and program. While many schools do not yet meet all of them, the standards provide a goal and vision for library services. Most of the high schools meet the Minimum Standards for High Schools.

Areas of continuing concern are improvement of cooperation with other libraries, the facilitation of resource sharing, the maintenance of current collections, and adequate staffing at both the professional and support level.

SPECIAL LIBRARIES

Health Science Libraries: There are approximately 40 institutions in New Hampshire with a health science library. These libraries' primary purpose is to serve the information needs of the staff of their particular institution. Many are staffed only parttime and often by a person without prior professional library training. The majority of these health science librarians belong to Health Science Libraries of New Hampshire/Vermont, and many are also members of North Atlantic Health Science Librarians. Interlibrary loan is active among these libraries and all are willing to share their resources. To improve public access to medical information, informal arrangements have been developed with nearby public libraries. The provision of materials and information to patients and to the public at large can be improved in cooperation with public and school libraries.

Special/Corporate Libraries: With the slowdown in the expansion of industry in southern New Hampshire, special libraries have managed to continue to function using innovative techniques. They are meeting the challenge imposed by reduced budgets through cooperative programming and expanded resource sharing. Although these libraries have specialized needs and patrons, they are willing to share with their counterparts in public, academic and school libraries through their membership in the Area Library Forums.

Law Libraries: The assignment of staff members to libraries by law firms has become a common practice in the state. These library personnel, both professional and nonprofessional, have recently formed the Association of New Hampshire Law Librarians, and many of them have become members of Law Librarians of New England. Through periodic meetings and workshops, continuing education is provided to address common problems and pertinent issues. The Law Section of the New Hampshire State Library acts as a resource library for these smaller libraries and encourages and promotes resource sharing among them.

Special librarians in northern New England (New Hampshire, Vermont, Maine) that belong to the Special Libraries Association (SLA) are members of the Boston Chapter. Over the past several years, the Boston Chapter has implemented a Northern New England Outreach Program, which has been instrumental in increasing the level of cooperation and resource sharing among these libraries.

COLLEGE AND UNIVERSITY LIBRARIES

In 1990 there were 23 reporting institutions of higher learning in New Hampshire with a total enrollment of about 55,334 students. Of these, 14 participate in the New Hampshire College and University Council, a consortium established in 1966 to promote cooperation among colleges. The Library Policy Committee of the Council meets regularly and the New Hampshire State Library is an associate member of that committee.

There have been many joint projects undertaken by the consortium and those projects concerning the member libraries are of particular interest. These include a cooperative plan for purchasing highly specialized scholarly materials, common borrowing privileges at consortium libraries for all members of the NHCUC community and a four-times weekly van delivery system for traditional interlibrary loans as well as the loaning/borrowing of bulk collections for as long as a semester.

While each college and university must continue to build its own research collection, no single library can ever expect to keep pace with the multiplicity of materials published. Interlibrary loan needs to be improved to speed access to the required materials. To this end, the Library Policy Committee is working with the State Library in the further development and implementation of the New Hampshire Automated Information System. Participation by the college and university libraries is considered vital and will prove beneficial to all types of libraries engaged in resource sharing in the state.

The following table presents information on the parent institutions' enrollment, the libraries' total operating expenses and the size of the entire academic library collection. Per capita figures are shown in parentheses.

Fiscal Year	Number of Libraries Reporting	Total Operating Expenditures *(Per Capita in Parentheses)*	Total Enrollment	Total Volumes
1985	29	$ 12,912,492 (250	51,654	4,268,993
1986	27	$ 14,378,298 (272)	52,798	3,961,353
1987	27	$ 14,378,303 (273)	52,746	3,953,153
1988	24	$ 15,668,682 (279)	55,975	4,269,559
1990	23	$ 16,301,972 (295)	55,334	4,151,90

GEOGRAPHIC, DEMOGRAPHIC AND ECONOMIC CONDITIONS

The demand for library services, like the demand for most other government services, is closely related to the economic and demographic characteristics of the population served. Before long-range planning and an assessment of present and future library needs can be made, economic and demographic variables that affect the demand for these services must be surveyed and projected. This section presents, therefore, a profile of the New Hampshire constituency and the factors that influence it.

Geographic Area

New Hampshire, a blend of mountains, lakes, rivers, thick forests and industrial areas, covers a 9,304 square mile area which ranks, in area size, 44th in the nation.

Abundant water power early turned New Hampshire into an industrial state, with manufacturing the principal source of income. Soil and climate have curtailed agricultural growth, but scenic and recreation sources have been developed and the tourist-vacation business, generating about $250,000,000 a year, ranks second in its contribution to the state's economy.

Most industries are concentrated along the Merrimack and Connecticut Rivers and in the seacoast area. Agriculture ranks third after recreation and industry in income, the major income (80%) from the dairy and poultry business, the remainder from apple and peach crops and maple syrup and sugar.

One-third of the state is over 2,000 feet above sea level. The highest land in the northeastern United States is the Presidential Range of the White Mountains. National forests cover 677,559 acres of the state and 142 state forests and parks cover 63,805 acres.

Portsmouth is the state's only port, and Manchester its largest city.

These diverse characteristics of the state's geography result in a diversity of library needs for its residents; there are urban and rural populations to serve, populations in the agricultural, recreational and industrial areas, residents geographically isolated and residents in the rapidly extending megalopolis in the southeastern area of the state. Many areas formerly isolated geographically are accessible through well-developed transportation and communication systems; yet some areas are still isolated.

Population

New Hampshire's population as of May 28, 1990, numbered 1,109,252, an increase of 17% over the 1980 figure of 920,610. Population projections in New Hampshire, based upon analyses of migrations and natural increases from federal and state data, indicate that by the year 2020 the population will be 2,384,000 which is an increase of approximately 115% over the 1990 figure. The projections are based upon a detailed community by community study of the state's population and land use patterns prepared by the New Hampshire Department of Resources and Economic Development.

According to the 1990 Federal Census of Population, the general characteristics of New Hampshire's population are:

98.03%	Caucasian
.06%	Black
.01%	American Indian, Eskimo, or Aleut
.08%	Asian or Pacific Islanders
.02%	Other Race
25.10%	Under age 18
11.30%	Age 65 and over
63.60%	Age 18 to 64
49.00%	Males
51.00%	Females
97.10%	Of all persons live in households

ECONOMIC CONDITIONS

New Hampshire's economic health, like the rest of the northeast, is in a decline. According to *Vital Signs: New Hampshire Economic and Social Indicators*, a report published by the New Hampshire Department of Employment Security in December of 1990, key indicators show that economic growth diminished in 1989. At that time employment reductions were still somewhat selective and the severity of the cyclical downturn was not fully experienced until 1990.

The labor force increased to 650,850 in 1991, an increase of approximately 9% over the FY 1988 level.

According to the New Hampshire Department of Employment Security monthly report for September 1991 "Economic Conditions in New Hampshire," the state's overall unemployment rate was 6.9%. Rockingham County experienced the highest with 7.6% and Cheshire County the lowest at 5%.

The number of persons receiving welfare rose by 29% between October 1988 and October 1990.

The New Hampshire job market has weakened with women and youth experiencing more difficulty than men in finding jobs. Consequently, the female labor force participation rate has not matched the steady increase found nationwide.

In 1989, 63.2% of New Hampshire youth (16-19 year olds) held jobs. This is a dramatic reduction from 1986 when 68.4% were working. The unemployment rate for New Hampshire youth has doubled in the past two years to 12.8%.

New Hampshire's manufacturing industry in 1989 dropped back to the overall staffing level it had in 1983 with an employment average of 113,900 persons. During this six-year period, the leather goods, textile and apparel manufacturing industries retracted by about 7,000 jobs and high-tech manufacturing cut about half of the employment it had added between 1983 and 1985.

The service industries category, which includes hotels, private schools and hospitals, as well as business engineering and management services had the highest growth rate (4.1%) in 1989 of any major industry division.

The real estate sector trimmed employment by about 10% in 1989 and this was reflected in employment in the banking industry. The losses in employment in the finance, insurance and real estate sector were offset by continued expansion by insurance carriers and agents resulting in slight overall gains.

PUBLIC LIBRARY SERVICES - STATUS AND NEEDS

LIBRARY SERVICES TO AREAS WITHOUT PUBLIC LIBRARY SERVICES

In New Hampshire today there are 237 cities and towns and in all but 22 of these towns there is at least one free tax-supported public library. The 22 towns without free public libraries or with inactive public libraries are located mainly in the relatively geographically isolated northern part of the state. The great majority of these towns have populations under 500 with a combined population of 9,181 or .08% of the state's population.

Public Needs

- *Awareness raising of persons in unserved areas of the availability of public library service*
- *Extension of public library service in unserved areas*
- *Further identification of the unserved residents of the North Country*
- *Education of public officials as to the need and importance of providing library service to the unserved*
- *Cooperation with local social service areas to broaden the scope of their service to include library service*

LIBRARY SERVICES TO AREAS WITH INADEQUATE PUBLIC LIBRARY SERVICES

In New Hampshire there are 35 libraries that are open less than ten hours per week (see Appendix B). Although most of these libraries are in rural towns with populations of less than 1,000, they do not meet the Public Library Standards for adequate library service with respect to the number of hours open. There are also a number of public libraries that are not open a sufficient number of hours to adequately serve their populations. In addition, many need strengthening in such areas as levels of support, collection development, access to new technologies, staff development, and other services and programs.

Public Needs

- *Increase access to library resources*
- *Additional hours open*
- *Recreational and cultural library materials*
- *Expanded and up-to-date reference materials*
- *Access to the statewide database*
- *Library materials in electronic format*
- *Well-trained and understanding staff*
- *Occupational and employment information*

Library Needs

- *Adequate financial resources*
- *Access to and training in new technologies*
- *Educational opportunities for library staff*
- *Well-informed and active boards of trustees*
- *Concentrated effort to meet Public Library Standards*
- *Adequate compensation for library staff*
- *Participation in cooperative arrangements with other libraries service agencies and community businesses*
- *Effective public awareness programs*
- *Informed public officials as to the role, importance and needs of the public library*

LIBRARY SERVICES TO THE DISADVANTAGED

Disadvantaged persons are defined as persons who have low educational achievement levels, persons with incomes below the poverty level or substantially low incomes, the unemployed, and persons dependent on social services to meet their basic needs.

A person is economically disadvantaged according to the U.S. Department of Commerce when their total family income is less than $11,205 (based on a family of four). The state average of poverty level incomes is 10.0 percent. The below listed counties exceed that percentage.

Belknap	11.5%
Carroll	13.7%
Cheshire	11.4%
Coos	13.5%
Sullivan	12.3%

Persons with low educational levels are those persons, aged twenty-five years and over, with less than one year of high school. According to the 1980 N.H. Census of Population and Housing, the following New Hampshire counties have the listed percentages of such persons.

Cheshire	14.7%
Carroll	11.6%
Cheshsire	11.4%
Coos	23.0%
Grafton	14.1%
Hillsborough	16.5%
Merrimack	13.5%
Strafford	16.7%
Sullivan	19.1%

The September, 1991 monthly report of the New Hampshire Department of Employment Security places the state's unemployment rate for July, 1991 at 6.9 percent. This was two tenths of a percent above the national level for the state as a whole. Most counties were below both the state and national levels but the following counties should be considered as having excessive unemployment.

Hillsborough	7.4%
Merrimack	6.7%
Rockingham	7.6%
Strafford	7.4%

Public Needs

- *Access to appropriate materials geared toward self-help, coping and survival*
- *Special services designed to fill the needs of the educationally disadvantaged*
- *Access to library materials that will assist the economically disadvantaged in acquiring skills that will improve their economic condition*
- *Access to library staff members who have the qualifications and the understanding necessary for working with disadvantaged populations*

Library Needs

- *Collections of library materials that are appropriate to meet the needs of disadvantaged populations*
- *Training and education for staff members to enable them to effectively serve the disadvantaged*
- *Development of library and informational programs designed to deliver quality library service to the state's disadvantaged*
- *Assistance from the state library agency in conducting assessments and surveys among disadvantaged groups to further determine the groups' library and informational needs*

LIBRARY SERVICES TO THE BLIND AND PHYSICALLY HANDICAPPED

A number of New Hampshire agencies offer specialized services to disabled people on a statewide basis. These agencies have been established and expanded under federal mandates, state initiatives, and in response to consumer needs and interests.

The New Hampshire State Library, under New Hampshire law (RSA 21-K:5) and in cooperation with the Library of Congress' National Library Service for the Blind and Physically Handicapped, is responsible for the distribution on loan of special format library materials and equipment to those who are physically unable to read conventional print materials. It is estimated that from eight to twelve thousand state residents are eligible to use this special format library program.

The New Hampshire program has three service components, the library materials lending function, the machine lending agency function, and the supplemental materials production function. These services have developed with support from LSCA funding since 1969, and in fiscal year 1991 loaned 116,949 items to over 2,879 patrons. Eight public libraries now participate in a depository program that places small backup collections around the state.

As a portion of the materials lending function, the State Library purchases, catalogs, houses and circulates books in large print. Titles acquired for this collection are a part of the rapidly developing New Hampshire Automated Information System and may be exchanged among libraries via computer.

Additional information sources are provided by the Reference and Information Services Section of the New Hampshire State Library. The New Hampshire Department of Education provides information and curriculum-based materials in appropriate format through grants to the Educational Services to the Sensorily Impaired, a two-pronged program serving both the visually and the hearing impaired. Public and nonprofit sources of information for disabled persons include the New Hampshire Association for the Blind, and the Granite State Independent Living Foundation.

The ability and desire of disabled people to contribute to and draw from community life is less than fully realized. Lack of access to community facilities is one barrier, but an even more serious one is the attitudinal barrier arising from a lack of awareness of the needs and abilities of disabled people as people. This frequently impacts on their opportunities for positive participation in community life.

Public Needs

- *Access to facilities, materials, programs and services*
- *Information on how to minimize the impact of disabilities on education, employment, and personal fulfillment*
- *Formats for material which are appropriate to their needs and appropriate communication aids*
- *Opportunities to participate in activities with other disabled and able-bodied members of their communities*
- *Staff trained and able to meet their informational and programming needs*
- *Procedures flexible enough to accommodate their special requirements without patronizing*
- *Policies that demonstrate commitment to serving disabled people*
- *Programs that enhance personal fulfillment and participation in their communities*
- *Programs to overcome reluctance to admit a need for special format or aids*
- *Encouragement to try to do for themselves*

Library Needs

- *Access to effective and knowledgeable professional services, such as those offered by community service agencies, state agencies, and national organizations*
- *Cost-effective solutions to architectural barriers*
- *Budgets adequate for the purchase of special format materials and technological aids*
- *Understanding of the needs and abilities of disabled citizens*
- *Policies and procedures that promote access for disabled users while maintaining availability for general population*
- *Skills and methods for marketing library services to the disabled as well as to the population at large*
- *Coordination with other community service providers*

LIBRARY SERVICES TO INSTITUTIONS

As one of the smaller states, New Hampshire has a limited number, but a full range, of institutions under a variety of state departments. They are the following:

Youth Development Center, Manchester
124 residents

New Hampshire Hospital, Concord
337 residents

State Prison, Concord
1,085 residents

Women's Prison, Goffstown
60 residents

Glencliff Home for the Elderly, Glencliff
127 residents

Veterans' Home, Tilton
98 residents

Each of these institutions has a residents' library facility, and at present three of the six have fulltime library staff.

Programs and library services for the institutionalized have been profoundly affected by LSCA grant awards. All the programs were either established or enhanced by such awards, and although the level of service varies greatly among the facilities, each has grown stronger and more useful through judicious expenditure of these funds.

The facilities with the more sophisticated residents, such as the State Prison and the New Hampshire Hospital, are heavily involved in interlibrary loan both to satisfy the varied resident demands and to make their specialized materials available through the state's public libraries.

The impact of deinstitutionalization has been felt by many community facilities, libraries included. As yet, no public library has developed any programming aimed at the deinstitutionalized adult, but the widespread library involvement in literacy development reaches many former residents of state institutions without separating them from others with like problems. A number of public libraries are establishing programming for the developmentally disabled children of their communities who once would have been institutionalized.

It is fair to say that the library needs of the institutionalized residents of New Hampshire are as varied as those of the general population from which they came and to which they hope to return. The intensity of these needs may well be magnified by their institutional setting, but they are no different kind.

Public Needs

- *Adequate and appropriate materials on a variety of subjects on a variety of levels, including remedial in a variety of formats and media*
- *Opportunity to obtain needed information and materials*
- *Access to appropriate library collections*
- *Community information in preparation for deinstitutionalization*
- *Programs, services and materials closely tied to programs working to increase the level of literacy and basic skills they will need to survive and thrive outside the institutions*
- *Staff with skill, knowledge and concern to match user needs with materials*

Library Needs

- *Adequate financial support from within the institutions*
- *Adequate staffing with trained personnel*
- *Professional development opportunities for staff*
- *Improvement in the legal methods of handling publisher overstock gift programs*
- *Opportunity to participate in programs and discussions with other libraries and librarians*
- *Support programs at the individual facilities*
- *Opportunities to develop nontraditional programs and services*

STRENGTHENING THE STATE LIBRARY ADMINISTRATIVE AGENCY

The New Hampshire State Library is the state library administrative agency for New Hampshire and has the statutory responsiblilty for effective and efficient administration of both federal and state funded library programs. Strengthening the state library administrative agency increases its capacity to meet the needs of the people of the state with regard to library service, facilities and resources.

Library Needs

- *Funding to assist in supporting State Library collections to further its role as the principal library ithe statewide interlibrary loan network*
- *Funding to maintain, expand, and make available to public libraries, videos, reference materials in all formats, online indicies and abstracts, and other electronic information*
- *Funding to support personnel and the activities of personnel involved in this program*

SUPPORT OF MAJOR URBAN RESOURCE LIBRARIES

A major urban resource library means any public library located in a city having a population of 100,000 or more individuals. The 1990 Federal Census figures indicate that no city in New Hampshire has yet reached that population level.

STRENGTHENING METROPOLITAN PUBLIC LIBRARIES THAT SERVE AS NATIONAL OR REGIONAL RESOURCE CENTERS

The New Hampshire State Library will continue to work with the trustees and directors of metropolitan public libraries to assist them in making their special collections accessible to researchers and scholars throughout the region and the nation. Where possible, assistance will be given in strengthening and preserving historical, scholarly and rare materials dealing with New Hampshire and the New England region.

LIBRARY SERVICES TO INDIVIDUALS WITH LIMITED ENGLISH-SPEAKING PROFICIENCY

Data from the 1980 Federal Census * show that 89.7% of the New Hampshire population has English as a mother tongue and 10.3% have a native language other than English. Of the state's residents, 4.4 % are foreign born. Because of the state's close proximity to Canada there has been a sizable migration of French Canadians into the state, making French the overwhelmingly dominant language of those persons to whom English is not their native language.

* Data from the 1990 Federal Census not yet available.

Several counties contain concentrations of persons whose primary language is not English or who lack proficiency in the English language. The counties in which those concentrations are over 5% of the population are:

Belknap	7.5%
Coos	25.8%
Strafford	9.7%
Merrimack	6.9%
Rockingham	5.5%
Hillsborough	15.3%

Since the 1980 census figures were collected these figures have undoubtedly changed. It is certain that the percentage of foreign born has changed as an increased number of Spanish Americans and Asians have become residents of New Hampshire. No reliable estimates are available and while this group does not make up a large segment of our population, it is an important part of it. State Library staff are working with public librarians and other community agencies to identify these new residents and are making every effort to provide them with needed library services.

Public Needs

- *Access to library materials that reflect the library and informational needs of the limited English-speaking population*
- *Assistance to the limited English-speaking population by staff members with bilingual skills*
- *A supportive library environment that will instill the limited English-speaking patrons and new residents with confidence and comfort in meeting their library and information needs*

Library Needs

- *Library materials, in various formats, that will fill the needs of the limited English-speaking*
- *Availability of library resources designed for use by target groups from the state library administrative agency*
- *Bilingual staff members trained in working with limited English-speaking populations*
- *Cooperation with community and governmental agencies in the delivery of library services to limited English-speaking populations*

LIBRARY SERVICES TO THE ELDERLY

In New Hampshire there are a total of 168,522 people over 60 years of age. Of this number 43,493 are between 60 and 64; those between 65 and 74 number 71,471; there are 40,272 between 75 and 84; and there are 13,286 individuals over 85. Although it certainly is not true in all instances, the reading/information/educational needs of 85-year-olds are different from those of 60-year-olds. Efforts have been underway to further identify the older residents of the state and to determine the library and informational needs of these persons. Up to this point, the following needs have been identified.

Public Needs

- *Special library programs (particularly for handicapped elderly)*
- *Library materials in special format and on appropriate subjects*
- *In-home delivery of library services*
- *Public awareness programs to provide the elderly with information on library programs*
- *Unrestricted access to library buildings and resources*

Library Needs

- *Adequate funding to purchase the special materials*
- *Library staff trained to provide services to this group*
- *Cooperative relationships with other community groups that deliver services to the elderly*
- *Sharing of appropriate resources among libraries*
- *Encouragement and assistance from the state library administrative agency to enhance and increase service to this population*

COMMUNITY INFORMATION REFERRAL CENTERS

Many of New Hampshire's smaller public libraries, particularly in the more rural sections of the state, are unable to function effectively as community information referral centers. This is apparent at a time when public libraries are experiencing increasing requests for information about available community resources. It is the aim of the State Library to provide federal funding to strengthen collections in rural areas and thus allow small libraries to make referrals and link people to appropriate resources.

Public Needs

- *Information about social services*
- *Information about available housing*
- *Health care facilities and benefits information*
- *Information about retirement alternatives*
- *Consumer and legal information*
- *Employment possibilities and opportunities information*

Library Needs

- *Funding to obtain and make available materials to permit libraries to perform as community information referral centers*
- *Establishment of community networks for referral to other services and organizations*
- *Outreach activities to develop awareness of community resources that public libraries can provide*

LIBRARY SERVICES TO INCREASE LITERACY

In the state of New Hampshire, according to the 1980 Federal Census*, there are 541,894 adults over the age of 25 years. Of this number 79,469 have not had more than eight years of formal education. This figure roughly coincides with the New Hampshire Office of Adult Basic Education's figures on functional illiteracy (75,000). Although Coos and Sullivan Counties have the highest percentages of under-educated, efforts to improve literacy are being made throughout the state. Statewide distribution is as follows (1980 Federal Census):

* Data from the 1990 Federal Census not yet available.

County	Adults 25 Years and Over	Adults Having Completed 0-8 Years of Education	Percent Having Completed 0-8 Years of Education
Belknap	26,456	4,035	9.9%
Carroll	18,361	1,858	10.2%
Cheshire	36,709	5,414	14.8%
Coos	21,551	5,071	23.6%
Grafton	37,742	5,334	14.2%
Hillsborough	161,546	6,775	16.6%
Merrimack	59,196	8,017	13.6%
Rockingham	112,142	1,008	9.9%
Strafford	46,240	7,750	16.8%
Sullivan	21,951	4,207	19.2%
Statewide Totals	541,894	79,469	14.7%

In addition, the latest U.S. Department of Education estimates of graduation rates show a gain in the proportion of students graduating from public schools. For the 1987-88 school year, 25.9% of the ninth grade class four years earlier (adjusted for migration, etc.) failed to complete their high school education. Public libraries, in conjunction with the New Hampshire Office of Adult Basic Education, are sponsoring adult and family literacy programs to improve the reading skills of New Hampshire's adults and to give them the tools to help their children succeed and remain in school. LSCA library literacy program grants have been awarded to the New Hampshire State Library and to four public libraries in the state. Others are being encouraged to apply for future LSCA funding. Public librarians, State Library staff and Office of Adult Basic Education personnel have identified the following needs.

Public Needs

- *Increased access to information on the availability of literacy programs*
- *Programs at an appropriate level with suitable materials*
- *Programs and resources that teach parents to read to their children and become involved with their children's education*
- *Awareness of those community agencies involved in literacy training*
- *Literacy programs presented at alternative times and locations*
- *Understanding by trained and competent staff*

Library Needs

- *Assistance in developing literacy programs*
- *Development of expertise in public library staffs to allow them to sponsor literacy programs*
- *Addition of materials to the library collection in suitable format, subject and reading level*
- *Cooperation with other community agencies to coordinate literacy programs*
- *Financial support for program development and materials purchase*
- *Consultation, advice and access to informational resources from the state library administrative agency*

LIBRARY SERVICES TO HANDICAPPED INDIVIDUALS

A handicapped individual is an individual who is physically or mentally impaired, visually impaired or hearing impaired. The New Hampshire State Library will continue to work with public libraries in their efforts to provide services and programming to the state's handicapped residents.

Public Needs

- *Access to library materials in formats that are useable by handicapped individuals*
- *Understanding and well-trained public library staff*
- *Access to programs designed to enhance the participation of handicapped individuals in the community*
- *Access to library facilities, services and programs*

Library Needs

- *Unrestricted physical access to library facilities*
- *Public awareness activities to inform handicapped individuals of available services*
- *Cooperation with other community organizations that serve the handicapped*
- *Funding that allows for the purchase of special format materials*

INTERGENERATIONAL LIBRARY PROGRAMS

Research indicates that children who are read to by a parent or caregiver almost always do better in school than children who are not. Public libraries are in an ideal situation to establish intergenerational programs to promote reading to children. In fact, many New Hampshire libraries are experiencing an increasing number of unsupervised children using the library during the after-school hours. The State Library supports the position that public librarians can take advantage of this unique opportunity to access children who may not be read to at home and/or who otherwise may not be regular library users.

Another constituency of public libraries is the population of older, retired adults (the 1990 census identifies 125,029 adults in New Hampshire aged 65 and over). Many of these senior citizens have the skills, enthusiasm and time to volunteer to work with children after school with homework assistance and one-to-one tutoring. Many libraries already have a core of volunteer seniors from RSVP or from the community at large. The State Library supports and encourages public libraries in establishing after-school literacy skills programs to match older adult volunteers with unsupervised children in the library.

Public Needs

- *After-school programs at public libraries to improve the reading skills of unsupervised children*

Library Needs

- *Identification of those cities and towns that are experiencing increases in the number of unsupervised children that are using the library after school*
- *Assistance in the development of after-school programs*
- *Technical assistance and consultation in support of after-school programs*

CHILD CARE CENTER LIBRARY PROGRAMS

In this age of two-income families, an urgent need throughout the country is for quality child care facilities. Currently, there are approximately 1,300 licensed day-care providers in the state of New Hampshire. Many of these providers would benefit greatly from the support and expertise available from public libraries. Public librarians can offer outreach programs to day-care centers in the form of story hours and/or mobile book collections.

Several larger libraries in New Hampshire already offer such services to day-care providers. The State Library supports and encourages other libraries in the state to establish outreach services, programs and collections to the state's day-care providers.

Public Needs

- *Access to public library programs*
- *Benefit of professional expertise in librarianship at child care facilities*
- *Information on the availability of public library programs at day-care centers*

Library Needs

- *Funding to provide public library services to day-care facilities*
- *Outreach programs directed toward day-care center populations*
- *Trained library personnel capable of integrating library services into existing day-care services and programs*

MODEL LIBRARY LITERACY CENTERS

Through the efforts of its literacy coordinator, funded by LSCA Title VI, the State Library encourages and assists public libraries in New Hampshire in establishing and conducting various types of library literacy programs. These efforts are coordinated with the New Hampshire Office of Adult Basic Education and other interested agencies and organizations throughout the state.

Two libraries in the state already act as informal "model library literacy centers." They have conducted library literacy projects for several years, and often provide assistance and serve as examples to other libraries interested in establishing similar projects. The State Library is committed to formalizing this mentoring process with these two libraries and several others that are currently operating library literacy projects.

Public Needs

- *Identification of the functionally illiterate residents of the state*
- *Coordinated efforts between public libraries and other agencies to combat illiteracy*
- *Convenient access to quality literacy training through the local public library*

Library Needs

- *Funding to acquire literacy oriented library materials*
- *Efforts by the state's literacy volunteers to promote model literacy centers*

LIBRARY SERVICES FOR DRUG ABUSE PREVENTION PROGRAMS

The rate of hard-core cocaine addicts in New Hampshire was recently estimated for the U.S. Senate Judiciary Committee at about 3.3 per 1,000 population. This rate is the highest in northern New England but below the nationwide addiction rate of 9.0 per 1,000 population. Public libraries can be an important factor in the prevention of drug abuse and addiction. They can play a major role in informing and educating the citizenry on the drug crisis and assume a leadership role in finding community solutions.

Public Needs

- *Access to information on drug abuse prevention*
- *Assistance in accessing drug related information*
- *Assurance that confidentiality will be guaranteed*

Library Needs

- *Community outreach programs*
- *Staff who are knowledgeable in the areas of drug abuse and prevention*
- *Library materials that encompass the scope and seriousness of the drug abuse crisis*

LIBRARY SERVICES AND CONSTRUCTION ACT ADMINISTRATION

As the administrative agency for Library Services and Construction Act funds, the State Library draws upon the expertise and skills of staff members in its various sections to assist the Commissioner, the State Librarian, and the Administrator of Library Operations in the administration of the funds. These staff members, working together and with the New Hampshire State Library Advisory Council, plan, expedite, monitor and evaluate LSCA-funded projects and services to the blind and physically handicapped, state institutions, disadvantaged persons, older Americans, the illiterate, and other persons without library service or with inadequate library service. Staff specialists are also involved in assisting libraries in the installation, use and maintenance of current information technology and in the construction and expansion of public library facilities.

LIBRARY SERVICES AND CONSTRUCTION ACT ADMINISTRATION NEEDS

- *Funding to perform the necessary financial operation in the management of the program*
- *Funding to cover indirect costs and audit set-aside costs*
- *Funding to support the activities of the New Hampshire State Library Advisory Council in carrying out its function, including travel, telephone, supplies and postage*
- *Funding to defray the costs of conducting research activity, such as statistical surveys*
- *Funding for staff support in the execution of their administrative responsibility including travel, supplies, postage, telephone and equipment*
- *Funding for the printing and distribution of information about the LSCA program to libraries through out the state*

PUBLIC LIBRARY CONSTRUCTION AND TECHNOLOGY ENHANCEMENT

There are 232 public libraries in New Hampshire and each facility consists of at least one building. Several of our larger libraries have branch libraries. The restoration of LSCA Title II funding under the Jobs Bill of 1983 served as the catalyst for public library construction throughout the state. Since that time 37 federally assisted construction projects have been completed. Federal funds have been matched on a ratio of approximately 8 to 1.

The projects have involved additions, remodeling, renovation and new construction. All funded projects have required that the facility be handicapped accessible or be made so as a result of the project. Funds have also been used to increase energy efficiency and to accommodate new technologies. Since the Act was amended in 1990 to include technology enhancement, New Hampshire has awarded Title II technology enhancement grants to two public libraries. All construction projects have observed the requirements set forth by the New Hampshire Office of Historic Preservation.

Although there has been much activity in public library renovation and construction during the 1980's, New Hampshire still has numerous public libraries in need of construction and/or technological enhancement assistance. As far as we can determine, there are at least 60 libraries in the state that need and are planning construction projects. There are probably an equal number, or more, that are in need of the basic technological enhancements to make them viable in our electronic informational environment.

Library Needs

- *Facilities that are well constructed or modified in order to provide the amounts and types of space necessary to meet the communities needs*
- *Barrier-free access to the facilities for all members of the public*
- *Funding to assist in improving and expanding library facilities to meet the growing demand for increasing and changing levels and forms of service*
- *Consultation and assistance by State Library personnel in the construction and technology needs of effective libraries*
- *Ability on the part of public library governing bodies to determine space needs and to implement the steps necessary to satisfy those needs*
- *Funding to enhance the technological capacity of public libraries*

INTERLIBRARY COOPERATION AND RESOURCE SHARING

PLANNING FOR COOPERATIVE LIBRARY NETWORKS

New Hampshire has a long history in the areas of interlibrary cooperation and resource sharing. Informal agreements between and among different types of libraries have existed for most of this century. With the passage of the legislation creating the Statewide Library Development System in 1981, network development and interlibrary cooperation became important and formal elements of library services in the state. Multitype library groupings, known as Area Library Forums and made up of public, school, academic and special libraries, cooperate in every aspect of library service.

Although great progress has been made there is still a need for further advancement. In cooperation with other member libraries of the Statewide Library Development System, the State Library must continue to plan for further expansion of statewide cooperative networks in order to provide unrestricted access to library and information services available in all types of libraries.

Public Needs

- *Added awareness of the statewide multitype library network*
- *Education of the various libraries' publics with regard to the benefits of resource sharing and interlibrary cooperation*

Library Needs

- *An ongoing planning process that will further develop and coordinate the cooperative network*
- *Education of governing bodies of all types of libraries with respect to the benefits of interlibrary cooperation*
- *Statewide physical and bibliographic access to the holdings of all types of libraries*
- *Additional funding sources for further expansion of cooperative efforts*

ESTABLISHING, EXPANDING AND OPERATING LIBRARY NETWORKS

The New Hampshire library community has long recognized that the most effective way to deliver library services is through cooperative networking arrangements. Under legislation passed in 1983, the New Hampshire Automated Information System was established to formalize resource sharing among and between all types of libraries.

Originally a centralized network, as time progressed and telecommunications technology permitted, the network was divided into five local systems, governed independently, electronically linked, while still subsumed within the umbrella New Hampshire Automated Information System. Resource sharing begins within the local systems but, if necessary, the searcher may go further afield to other electronically connected local systems. The ease with which the whole system can be readily searched is due in large part to the systems' centralized cataloging. As all types of libraries catalog on OCLC, the bibliographic records are entered simultaneously into the statewide database.

During the eight years of the New Hampshire Automated Information System's existence, LSCA funds have been of great assistance to the nonpublic libraries of the network.

Library Needs

- *Ongoing training of librarians in the operation and upgrading of local automated systems*
- *Assistance to local systems so that the nonpublic library members may enter bibliographic data into the statewide database.*
- *Technical assistance and consultation to the nonpublic libraries that are not part of the New Hampshire Automated Information System*

PLANNING FOR STATEWIDE RESOURCE SHARING

With a statewide resource sharing mechanism in place, further planning is necessary to fine tune the system and to continue to improve its efficiency. Working with the various in-state library associations, the state library administrative agency provides leadership in the development of resource sharing guidelines, protocols, and policies.

To further encourage expanded resource sharing, the State Library fosters cooperative programming and communication with state libraries throughout the region and the nation. In addition, the State Library works with the academic libraries of the state, through the New Hampshire College and University Council, and melds delivery systems into an integrated whole. Networking and effective communication make the collections of all types of New Hampshire libraries available to libraries throughout the nation.

Library Needs

- *Continued cooperation between intrastate multitype library association*
- *Effective cooperation and communication between state library agencies at regional and national levels*
- *More effective document delivery systems within the region and nationwide*

TECHNOLOGICAL CAPACITY FOR INTERLIBRARY COOPERATION

Through advances in library automation and new electronic telecommunications, resource sharing has greatly improved. At the same time, the cost/performance/benefit ratio became more favorable due to the elimination of time-consuming, labor intensive and repetitive tasks.

Through the statewide automated information network, libraries are able to perform such library functions as cataloging, interlibrary loan, and circulation control. Multitype local systems have received LSCA Title III funds to assist in the building and maintenance of automated master bibliographic files. Through the purchase and installation of hardware and software local systems have affectively used grant funding to further resource sharing among multitype libraries throughout the state.

Library Needs

- *Continued grant funding to local systems to improve and maintain existing technology*
- *Monetary and technical assistance to nonautomated libraries in the various local systems to enable them to become full members of their particular system*
- *Training and education for librarians in the areas of database development, interlibrary cooperation , and telecommunications*
- *Continued support and consultation by the state library administrative agency to members of the multitype library local systems*

PRESERVATION PROGRAMS

The New Hampshire State Library in cooperation with the New Hampshire Division of Records Management and Archives, Dartmouth College, the University of New Hampshire, the New Hampshire Historical Society is in the process of preparing a statewide preservation plan and action agenda for preservation. The state, as one of the original thirteen colonies, is the proud holder of many old, valuable, rare and often unique documents important to the cultural and historical tradition of our state and nation. It is anticipated that the preservation plan will become fully effective by 1992. In the meantime, the State Library will continue to work with the Northeast Document Conservation Center in assisting all types of libraries to preserve their endangered collections from deterioration.

Library Needs

- *Consultation and assistance in determining the state of library collections and advice as to measures necessary to conserve and preserve them*
- *Grant funding to implement measures recommended in the statewide preservation plan*
- *Education of librarians and library governing bodies on the importance of preservation*
- *Training of library staffs in preservation and conservation methods and procedures*

Action Plan

The overall long-term goal of this program and of New Hampshire library planning and development is to ensure that every resident of New Hampshire regardless of place of residence, physical disability or social or economic circumstance, shall have unrestricted access to library resources to satisfy each individual's informational, educational, occupational, cultural and recreational needs.

To attain this general goal this Action Plan has been developed and subdivided into particular goals in the following areas:

Title I

100.0 Library Services to Areas Without Public Library Service
101.0 Library Services to Areas With Inadequate Public Library Service
102.0 Public Library Services to the Disadvantaged
103.0 Library Services to the Blind and Physically Handicapped
104.0 Library Services to Institutions
105.0 Strengthening the State Library Administrative Agency
106.0 Support of Major Urban Resource Libraries
107.0 Strengthening Metropolitan Public Libraries
108.0 Library Services to Individuals with Limited English-Speaking Proficiency
109.0 Library Services to the Elderly
110.0 Community Information Referral Centers
111.0 Library Services to Increase Literacy
112.0 Library Services to Handicapped Individuals
113.0 Intergenerational Library Programs
114.0 Child Care Center Library Programs
115.0 Model Library Literacy Programs
116.0 Library Services for Drug Abuse Prevention Programs
117.0 Administration of the Library Services and Construction Act Program

Title II

200.0 Public Library Construction and Technology Enhancement

Title III

300.0 Planning for Cooperative Library Networks
301.0 Establishing, Expanding and Operating Library Networks
302.0 Planning for Statewide Resource Sharing
303.0 Increasing Technological Capacity for Interlibrary Cooperation
304.0 Preservation of Library Materials

TITLE I - PUBLIC LIBRARY SERVICES

100.0 LIBRARY SERVICES TO AREAS WITHOUT PUBLIC LIBRARY SERVICE

100.0 Goal
To provide adequate library service to those areas of the state without public library service.

100.1 Definition
Areas without public library service means any area in which there is no free tax-supported library or any area where the public library is presently inactive.

100.2 Objective
To continue to provide public library services to unserved and inadequately served residents of New Hampshire's North Country.

100.21 Task
Continue the process of identifying the unserved residents of the North Country.

100.22 Task
Raise the awareness of persons in areas without library services with respect to the availability of public library service through publicity campaigns jointly sponsored by cooperating public libraries.

100.23 Task
Expand delivery of library services to residents of low income/elderly housing units, shelters, group homes and trailer parks in the North Country.

100.24 Task
Work with librarians and local officials in initiating and expanding library programs and service in the unserved localities.

100.25 Task
Encourage librarians and elected officials in the North Country to obtain local support for cooperative library programs and service.

100.26 Task
Work with legislative staff and legislators in seeking additional state support for library service.

100.0 Policies: Areas Without Public Library Service
The policy of the New Hampshire State Library is to promote and improve library services to persons living in areas of the state that are without library service. This policy is consistent with the purpose stated in Section 2 of P.L. 98-480.

100.0 Procedures: Areas Without Public Library Service
Areas of the state without public library service as defined in 100.1, Definition, are eligible to apply under the LSCA Title I Direct Grant Program.

100.0 Priorities: Areas Without Public Library Service
Areas of the state with no library service that meet the listed criteria will be given priority for funding.

100.0 Criteria: Areas Without Public Library Service
Assistance under LSCA will be given to those areas of the state:

1) that cannot, at this time, possibly support a library because of low tax base, lack of population or distance between residences;
2) that are able to provide a person who will manage library affairs;
3) that have space or a facility available at a reasonable population center to conduct library business.

100.0 Evaluation: Areas Without Public Library Service

Evaluation will be performed by State Library staff and the New Hampshire State Library Advisory Council and will be based on the degree to which the unserved are receiving adequate library service.

101.0 *LIBRARY SERVICES TO AREAS WITH INADEQUATE PUBLIC LIBRARY SERVICE*

101.0 Goal

To extend and improve library services to areas of the state where public library services are inadequate.

101.1 Definition

Areas with inadequate public library service means any area in which there is a tax-supported public library that is open less than ten hours per week or that is open fewer hours than is adequate for the population and does not provide an adequate level of service (see Appendix C).

101.2 Objective

To provide library services to those areas with inadequate library service in all parts of the state.

101.21 Task

Continue to identify the underserved in all sections of the state.

101.22 Task

Work with state officials through the budgetary and legislative process to make the delivery of library services to these areas part of the State Library's budget.

101.23 Task

Provide public library consultant services to the underserved. Consultants will work with local officials, librarians and interested citizens to initiate, expand and upgrade library services.

101.24 Task

Work with and provide grant funding to public libraries in order that they may provide adequate library services to the inadequately served in their communities and in neighboring communities.

101.3 Objective

To continue support for centralized cataloging by public libraries and simultaneously build the statewide database.

101.31 Task

Work with public librarians to ensure that the nonprint materials are cataloged through the cataloging service.

101.32 Task

Provide assistance to headquarters libraries in local systems so that systems' personnel and resources may be fully utilized in assisting public libraries.

101.0 Policies: Areas With Inadequate Public Library Service

The policy of the New Hampshire State Library is to promote and improve library services to persons living in areas of the state that have inadequate library service. This policy is consistent with the purpose stated in Section 2 of P.L. 101-254.

101.0 Procedures: Areas With Inadequate Public Library Service

Areas of the state with inadequate library service as defined in 101.I, Definition, are eligible to apply under the LSCA Title I Direct Grant Program.

101.0 Priorities: Areas With Inadequate Public Library Service

Areas of the state with inadequate library service that meet the listed criteria will be given priority for funding.

101.0 Criteria: Areas With Inadequate Public Library Service

Assistance under LSCA will be given to those areas of the state:

1) that cannot, at this time adequately support a library because of low tax base, lack of population or distance between residences;
2) that are able to provide a trained person who will manage library affairs;
3) that have space or a facility available at a reasonable population center to conduct library busi ness.

101.0 Evaluation: Areas With Inadequate Public Library Service

Evaluation will be performed by State Library staff and the New Hampshire State Library Advisory Council and will be based on the degree to which the underserved are receiving adequate library service.

102.0 *PUBLIC LIBRARY SERVICES TO THE DISADVANTAGED*

102.0 Goal

To continue to provide public library services to the disadvantaged that are equal in scope and quality to library services provided to the nondisadvantaged population.

102.1 Definition

For purposes of this Long-Range Program disadvantaged persons will mean those persons with educational, cultural, economic, or sociological disadvantages that hinder them from receiving the same level of library service available to those persons without such disadvantages.

102.2 Objective

To further determine the extent of public library services available to persons living in low income areas of the state and to upgrade services to meet the needs of this group.

102.21 Task

State Library consultants, in cooperation with appropriate public librarians, will continue to conduct an assessment of the public library needs of persons in identified low income areas.

102.22 Task

Continue the process of delivering library materials to disadvantaged residents, including those that are homebound or handicapped.

102.23 Task

Provide consultant services to assist librarians in developing plans to meet the library needs of children, young adults and adults in low income areas ofthe state.

102.24 Task

The New Hampshire State Library will conduct workshops and consultations for helping librarians in identified low income areas to learn about materials selection, program development, and special techniques required to serve the disadvantaged.

102.25 Task

Provide consultant services and workshops in career and vocational guidance for public libraries with disadvantaged populations.

102.26 Task

Provide assistance and funding to assist public librarians in delivering library services to the disad- vantaged residents of their communities.

102.27 Task
Encourage Area Library Forums in appropriate areas to seek alternative funding that will make it possible for members to cooperatively improve library service to the disadvantaged in low income areas.

102.3 Objective
To develop young adult library services in New Hampshire public libraries to meet the special library and informational needs of the disadvantaged young adult population.

102.31 Task
Through the State Library's public library consultants, identify existing young adult library services to disadvantaged youth.

102.32 Task
In cooperation with the New Hampshire Young Adult Interest Group, New Hampshire Library Association, and the New Hampshire library community, develop guidelines for library services to disadvantaged young adults.

102.33 Task
Strengthen the State Library's collection so that public librarians may have access to the materials that are necessary to provide meaningful service to the disadvantaged young adult population.

102.34 Task
Provide consultant services to public libraries to assist them in generating public awareness of the library and information services available to disadvantaged young adults.

102.0 Policies: Public Library Services to the Disadvantaged
It is the policy of the New Hampshire State Library to comply with the purpose of Section 2 of P.L. 101.254, the Library Services and Construction Act, in improving and extending library services to disadvantaged individuals. It is further the policy of the state library administrative agency to promote the establishment and development of library services that will fill the library and informational needs of the state's disadvantaged population.

102.0 Procedures: Public Library Services to the Disadvantaged
Public libraries that are members of the New Hampshire Statewide Library Development System are eligible to apply for grants under the Library Services and Construction Act Title I.

102.0 Priorities: Public Library Services to the Disadvantaged
Communities located in counties identified in the following sources will receive priority for projects that serve the disadvantaged.

1) *1980 Census of Population and Housing - New Hampshire.* Information on education attainment levels was taken from this publication.
2) *September, 1991 Report of the New Hampshire Department of Employment Security.* Information on unemployment levels was taken from that publication.

102.0 Criteria: Public Library Services to the Disadvantaged
In determining the adequacy of public library services to the urban and rural disadvantaged the New Hampshire State Library and the New Hampshire State Library Advisory Council will apply criteria established in the following areas: staffing, collections, outreach services and publicity. Any area served by a library whose service does not meet the established criteria shall be considered as having "inadequate service" to the urban and rural disadvantaged.

1) Staffing:

   a) Public libraries in communities of less than 10,000 that are designated areas for services to the disadvantaged will have a staff member to serve the rural educationally, economically or culturally disadvantaged.

b) Public libraries in communities with populations of 10,000 to 50,000 persons which are designated as target areas for service to the disadvantaged will have one fulltime staff member for service to the urban educationally, economically or culturally disadvantaged.
c) Public libraries in communities of over 50,000 population that are target areas for service to the disadvantaged will have one fulltime professional staff member for each 20% of the population that are economically, educationally and/or culturally disadvantaged.
d) Staff members serving the urban or rural disadvantaged should be thoroughly capable of designing and implementing library outreach programs, including information and referral and community information services, and be skilled in working with community groups.

2) Collections:

a) Public libraries serving urban or rural disadvantaged should acquire and make accessible materials and information relating to the special needs of the disadvantaged.
b) Materials appropriate to fill the needs of the educationally disadvantaged should be included in the collection.
c) Self-help, life-coping, and survival oriented materials, along with occupational guidance materials, shall be available to the economically disadvantaged.
d) materials identifying pertinent resources and service agencies in the community should be available.

3) Services:

a) Public library services designed to meet the needs of the disadvantaged shall be implemented. They include such services as community resources information and referral, occupational and job information, consumer information, and life-coping information.
b) Special outreach services shall be developed to provide disadvantaged citizens with otherwise unavailable public library services. Liaison will be established with community groups and agencies to provide circulating materials in areas outside the library, e.g., community centers, senior citizen centers, and youth centers.
c) Public relations activities shall be conducted to make the disadvantaged aware of the availability of public library services.

4) Special Services for Rural Disadvantaged.

Rural disadvantaged residing in geographically isolated areas without library services, or in unincorporated areas without adequate library services, shall receive the following service in order to provide that population with adequate library service.

a) Van Delivery Service - This service will strengthen the statewide interlibrary loan network by maintaining the existing van delivery system. Through this delivery system the State Library is able to reach the state's disadvantaged residents in an expeditious and regular manner. Out of the way locations, including the North Country region and western and southwestern New Hampshire, will continue to enjoy the benefitsof increased and rapid resource sharing.

102.0 Evaluation: Public Library Service to the Disadvantaged

Evaluàtion will be based upon the realization of the stated goal and objectives. Evaluations will be conducted by State Library staff, with the assistance of the New Hampshire State Library Advisory Council.

103.0 *LIBRARY SERVICES TO THE BLIND AND PHYSICALLY HANDICAPPED*

103.0 Goal

To provide public library services to the blind and physically handicapped that is equivalent to those services provided to persons who are not blind or physically handicapped.

103.1 Definition

Persons who are blind or physically handicapped are those persons who are totally or partially blind or otherwise physically handicapped. They are persons, who by reason of their disability, are unable to use conventional print materials and therefore require library service through the use of such special library materials as talking books, braille books, cassette tapes, large print publications and the use of special equipment.

103.2 Objective

To support, maintain and strengthen library services to blind and physically handicapped persons throughout the state.

103.21 Task

Evaluate and assess the library services currently available to the blind and physically handicapped.

103.22 Task

Provide the necessary leadership to encourage all public libraries to become information and referral points for the services by the State Library to the handicapped residents of New Hampshire.

103.23 Task

Work with public librarians in assisting them to serve the blind and handicapped residents of their communities.

103.24 Task

In cooperation with appropriate organizations, concerned individuals, and governmental personnel, the State Library will engage in strong efforts to obtain increased state funding for the Regional Library for the Blind and Physically Handicapped.

103.3 Objective

To eliminate architectural barriers to the handicapped in New Hampshire libraries.

103.31 Task

Work with the Governor's Commission on Disability to develop an award/recognition program for those libraries that eliminate architectural barriers.

103.31 Task

State Library consultants will continue to identify libraries where architectural barriers exist and will assist those public libraries in planning programs outside of the library until corrective action is taken.

103.31 Task

Work with public libraries in developing alternative patterns of service, i.e., radio telephone, home delivery for the handicapped, until barriers can be eliminated.

103.4 Objective

Upgrade the Library Services to the Handicapped and Institutions Section to achieve greater compliance with the Revised ALA-ASCLA Standards of Service for the Library Congress Network of Libraries for the Blind and Physically Handicapped.

103.41 Task

Continue to survey readers in order to determine the satisfaction level of the present service.

103.42 Task

Based on the survey results, establish an ad hoc library development group to assist in planning any needed service improvements. Submit recommendations to the State Library administration for consideration.

103.43 Task

Work with an ad hoc advisory group, including readers highly skilled in specific areas, to assist in developing specific plans for future activity.

103.44 Task
Expand the Library Services to the Handicapped & Institutions Section's publicity program, e.g., more frequent newsletter publication and editions on cassette, to increase the interest of and participation by the community at large.

103.45 Task
Complete the process of computerizing our library services to the handicapped using the National Library Service software (READS).

103.5 Objective
To provide service to the growing number of children identified as eligible for talking books, cassettes, and other programs sponsored by the Library Services to the Handicapped and Institutions Section.

103.51 Task
Continue to work with schools and the New Hampshire Department of Education to further identify handicapped children in need of service.

103.51 Task
Develop workshops designed to inform school and public librarians about the techniques and materials used to meet the needs of handicapped children.

103.0 Policies: Library Services to the Blind and Physically Handicapped
It is the policy of the New Hampshire State Library to provide high quality library service to the blind and physically handicapped, and to continue to make every effort to upgrade and improve that service to meet changing conditions and requirements.

103.0 Procedures: Library Services to the Blind and Physically Handicapped
All certified blind and physically handicapped persons will be eligible to apply for assistance under LSCA. Public libraries providing services to the handicapped will also be eligible for assistance under LSCA.

103.0 Priorities: Library Services to the Blind and Physically Handicapped
Funding priorities for library services to the blind and physically handicapped are partially determined by the "maintenance of effort" requirement of the Library Services and Construction Act. Beyond this requirement funds are utilized to support projects and programs that are innovative and constructive in furthering library services to the blind and physically handicapped.

Priority is also given to those projects that complement the functions of the Library Services to the Handicapped and Institutions Section.

Priority is given to projects sponsored by those public libraries that cooperate with the New Hampshire Association for the Blind and the Granite State Independent Living Foundation in increasing library services to the blind and physically handicapped.

103.0 Criteria: Library Services to the Blind and Physically Handicapped
The criteria to be used for determining the adequacy of library services for the physically handicapped persons (including the blind and other visually handicapped) are contained in the Association of Specialized and Cooperative Library Agencies', *Revised Standards and Guidelines of Service for the Library of Congress Network.*

103.0 Evaluation: Library Services to the Blind and Physically Handicapped
Projects and programs will be evaluated by the supervisor of the Library Services to the Handicapped and Institutions Section with the assistance of the New Hampshire State Library Advisory Council.

104.0 *LIBRARY SERVICES TO INSTITUTIONS*

104.0 Goal
To provide quality library service to the residents of state-supported institutions.

104.1 Definition

State institutional library services means that the state establishes and maintains a level of effort in the area of library services to those persons who are: (a) inmates, patients, or residents of penal institutions, reformatories, residential training schools, orphanages, or general or special institutions or hospitals operated or substantially supported by the state or; (b) students in residential schools for the physically handicapped (including mentally retarded, hard of hearing, deaf, speech impaired, visually handicapped, or seriously emotionally disturbed, crippled or other health- impaired persons who by reason thereof require special education) operated or substantially supported by the state.

104.2 Objective

Support and promote the maintenance and expansion of institutional library service in state-supported institutions in order to meet the needs of patients and residents.

104.21 Task

The State Library will provide ongoing professional consultation, technical assistance and training for institutional library personnel.

104.22 Task

Work with the various institutions in encouraging their administrators to include increased allocations for library services in their respective budgets.

104.23 Task

Encourage and assist institutional librarians in their efforts to meet national standards for institutional libraries.

104.24 Task

Encourage the establishmemt of recreational and informational library services (including legal reference services) for staff and inmates of prisons and other houses of correction.

104.25 Task

Continue to provide grant funding to institutions for the development and improvement of library services and to monitor the expenditure of those funds.

104.26 Task

Provide training in new technologies along with training in traditional library procedures.

104.27 Task

Work with the administrators and librarians of each institution to make them fully aware of the changes in institutional librarianship as long-term care is replaced by short-term care.

104.3 Objective

To publicize the importance of and need for institutional library services and to assist the institutional librarians in articulating their concerns to their funding bodies.

104.31 Task

Work with institution personnel in the promotion of staff development and the hiring of persons qualified to provide a high level of library service.

104.32 Task

Arrange workshops and meetings that will permit institutional librarians to express concerns, share successes, and update skills so that they may better serve their patrons.

104.33 Task

Engage in continuing public relations efforts that will increase awareness of the benefits of good institutional library service and promote increased financial support for the service at all levels of government.

104.0 Policies: Library Services to Institutions

It is the policy of the New Hampshire State Library to provide encouragement, advice and assistance for the establishment and operation of libraries in the state's tax-supported residential institutions.

104.0 Procedures: Library Services to Institutions

Qualified libraries, pursuant to program approval by the supervisor of the Library Services to the Handicapped and Institutions Section are eligible to receive funding under the Library Services and Construction Act Title I.

104.0 Priorities: Library Services to Institutions

Libraries in state-supported institutions that can demonstrate they have the level of state support necessary to retain adequate space and qualified staff and purchase the materials required for the library program will be assigned top priority.

Priority will also be assigned on the basis of the clientele served, principally with regard to the number of people served per institution.

Further priority will be given to those institutions that attempt to meet the applicable national standards.

Libraries that participate in cooperative activities and networking service among institutional libraries and public libraries will also be given priority.

104.0 Criteria: Library Services to Institutions

The criteria to be used for determining the adequacy of public library service are as follows:

1) The criteria to be used for determining the adequacy of public library services for libraries in adult correctional institutions shall be American Correctional Association and American Library Association-Joint Committee of Institutional Libraries, *Library Standards for Adult Correctional Institutions*, ASCLA, 1981.
2) The criteria to be used for determining adequacy of public library service for residents of juvenile correctional institutions shall be American Correctional Association and ALA Health and Rehabilitative Library Services Division - Joint Commitee on Institutional Libraries, *Library Standards for Juvenile Correctional Institutions*, ACA and ALA, 1975.
3) The criteria to be used for determining adequacy of public library services for institutions for the mentally retarded shall be the Association of Specialized and Cooperative Library Agencies, *Standards for Libraries at Institutions for the Mentally Retarded*, ALA, 1981.
4) The criteria to be used for determining adequacy of public library services for mental health institutions shall be the American Library Association's, *Standards and Guidelines for Client Library Services in Residential Health Facilities*, 1987.

104.0 Evaluation: Library Services to Institutions

Evaluation of library services to institutions shall be accomplished by State Library staff in cooperation with the New Hampshire State Library Advisory Council.

105.0 *STRENGTHENING THE STATE LIBRARY ADMINISTRATIVE AGENCY*

105.0 Goal

To strengthen the state library administrative agency so that it may provide the leadership, resources, technical assistance, and services required for the continued development and improvement of New Hampshire libraries.

105.0 Definition

Strengthening the state library administrative agency means increasing the capacity of the State Library to serve the libraries of New Hampshire.

105.2 Objective

To centralize at the state level such programs, collections, services and functions that cannot be handled effectively or efficiently by individual libraries.

105.21 Task

Continue to acquire and maintain a centralized video collection at the State Library for use by public libraries.

105.22 Task

Provide qualified personnel to develop and administer programs necessary for agency effectiveness.

105.23 Task

Through consultations with public librarians and media specialists, promote the use of video technology.

105.24 Task

Maintain a centralized collection of reference oriented materials in all formats and thereby allow the State Library to serve as a major statewide resource.

105.3 Objective

To make it possible for the state library administrative agency to provide further informational assistance and services to the New Hampshire library community.

105.31 Task

State Library staff will continue to maintain and develop the State Library's professional collection as a comprehensive and current resource for use by information professionals and citizens of the state.

105.32 Task

Provide unrestricted bibliographic access to the professional collection by continuing to enter new holdings and by converting and entering older holdings into the statewide online union catalog.

105.33 Task

Continue existing liaisons and establish new ones as required with statewide library associations, including the New Hampshire Library Association, the Association of New Hampshire Library Friends, the New Hampshire Library Trustees Association, New Hampshire Educational Media Association, the Health Science Libraries of NH/Vermont, Association of New Hampshire Law Librarians, New Hampshire Archives Group, the Boston Chapter of the Special Libraries Association, and the North east Document Conservation Center.

106.0 *SUPPORT OF MAJOR URBAN RESOURCE LIBRARIES*

106.1 Definition

A major urban resource library means any public library located in a city having a population of 100,000 or more. No New Hampshire city has reached that population level.

107.0 *STRENGTHENING METROPOLITAN PUBLIC LIBRARIES*

107.0 Goal

To increase the effectiveness of the statewide library system by strengthening metroplitan libraries.

107.1 Definition

For purposes of this long-range program, a metropolitan library will be a main library located in a New Hampshire city that is a segment of a Metropolitan Statistical Area (MSA) as designated by the U.S. Department of Commerce, Bureau of the Census.

107.2 Objective

To work with those libraries that meet the criteria for being designated a metropolitan library in meeting the needs of the area residents.

107.21 Task

Assist librarians in determining the library and informational needs of residents of the center city.

107.22 Task

Provide technical assistance and consultation to metropolitan libraries so that they may effectively draw on the resources of the statewide system.

107.3 Objective

To assist metropolitan libraries in building existing special collections to enable them to serve as national or regional resource centers.

107.31 Task

Work with librarians in seeking funding to allow them to strengthen special collections.

107.32 Task

Provide assistance to metropolitan libraries in making their special collections accessible and available to researchers.

107.33 Task

Plan for the implementation of a grant program to assist metropolitan libraries in collection building and preservation.

107.0 Policies: Strengthening Metropolitan Public Libraries

It is the policy of the New Hampshire State Library to encourage, develop and promote the strengthening of the state's metropolitan libraries.

107.0 Procedures: Strengthening Metropolitan Public Libraries

Metropolitan public libraries that are members of the New Hampshire Statewide Library Development System will be eligible to apply for available grant funds under the Library Services and Construction Act Title I.

107.0 Priorities: Strengthening Metropolitan Public Libraries

Priority will be given to metropolitan libraries that are active participants in the statewide system and that play a major role in serving the underserved and the unserved. Additional priority will be assigned to those libraries that provide reasonable access to special collections.

107.0 Criteria: Strengthening Metropolitan Public Libraries

The general concept of a Metropolitan Statistical Area (MSA) is one of a large population nucleus, together with adjacent communities, which has a high degree of economic and social integration with that nucleus. Standards for New England MSA's are explained in the U.S. Department of Commerce's Bureau of the Census' Geographic Concepts and Codes. Recognized as the central city(ies) of the metropolitan area are:

1) the city with the largest population in the metropolitan statistical area;
2) each additional city with a population of at least 25,000, an employment/residence ratio of at least 0.75, and outcommuting of less than 60% of its resident employed workers; and
3) each city of 15,000 to 25,000 population which is at least one-third as large as the largest central city, has an employment/residence ratio of at least 0.75, and has outcommuting of less than 60% of its resident employed workers.

New Hampshire - MSA central cities are Manchester, Nashua, Dover, Portsmouth and Rochester.

(Source - U.S. Bureau of the Census, *State and Metropolitan Area Data Book*, 1986)

107.0 Evaluation: Strengthening Metropolitan Public Libraries

Evaluation will be performed by State Library staff and the New Hampshire State Library Advisory Council and will take into account the degree to which the metropolitan library serves as the state, regional and national resource center.

108.0 *LIBRARY SERVICES TO INDIVIDUALS WITH LIMITED ENGLISH-SPEAKING PROFICIENCY*

108.0 Goal

Provide library services to meet the library and informational needs of persons with limited English-speaking ability.

108.1 Definition

Persons with limited English-speaking ability, in accordance with Section 703 of Title VII of the Elementary and Secondary Education Act of 1965, are (a) those individuals who were not born in the United States or whose native language is a language other than English, and (b) individuals who come from environments where a language other than English is dominant, and by reason thereof, have difficulty speaking and understanding instructions in the English language.

108.2 Objective

To identify persons with limited English-speaking ability and work with public librarians to determine the library and informational needs of these persons.

108.21 Task

State Library consultants will provide the necessary leadership in working with public librarians and other agencies in identifying the library and informational needs of persons with limited English-speaking ability.

108.3 Objective

To plan and develop a program designed to meet the needs of identified persons with limited English-speaking ability.

108.31 Task

Working with public librarians and members of the limited English-speaking population, plan and develop programs for meeting the public library needs of this group in areas with identified concentrations of persons with limited English-speaking ability.

108.32 Task

Expand the State Library collection of foreign language materials to assist public libraries in meeting the needs of identified persons.

108.33 Task

Develop publicity programs to make those with limited English-speaking ability aware of the public library services available to them.

108.34 Task

Assist public libraries in communities with identified concentrations of persons with limited ability to speak English in the production of library programs directed toward and filling the needs of the limited English-speaking population.

108.0 Policies: Limited English-Speaking

It is the policy of the New Hampshire State Library to improve access to public library resources, services and programs for individuals with limited English-speaking ability.

108.0 Procedures: Limited English-Speaking

Public libraries that are members of the New Hampshire Library Statewide Development System are eligible to apply under the LSCA Title I Special Project Grants Program.

108.0 Priorities: Limited English-Speaking

Priority will be given to libraries in those areas with high concentrations of persons with limited English-speaking ability.

Second priority will be given to those libraries that have cooperatively developed projects to serve members of the target group in the large area served by the cooperating libraries.

108.0 Criteria: Limited English-Speaking

The criteria for adequate public library services to persons in New Hampshire with limited English-speaking ability will be as follows:

1) Staffing:

   a) Public libraries in designated areas with limited English-speaking populations exceeding 5% shall have at least one staff member who is bilingual or bicultural.
   b) Public libraries in designated areas with limited English-speaking populations exceeding 25% shall have at least one professional staff member who is bilingual or bicultural.
   c) Staff members serving the limited English-speaking shall be familiar with the library and informational needs of the limited English-speaking persons.
   d) State Library consultants with bilingual or bicultural skills will assist those public libraries in meeting the established criteria.

2) Collections:

   a) Public libraries in designated areas shall maintain up-to-date French, Asian and Hispanic language books where applicable.
   b) Collections in other languages should include materials for children, young adults and adults.
   c) Materials should be selected to reflect the library and informational needs and interest of the limited English-speaking residents of designated areas.
   d) The New Hampshire State Library's collection of foreign language books will be further developed to improve services to the state's French-speaking population.

3) Services:

   a) Outreach programs should be implemented to determine the specific needs of limited English-speaking residents.
   b) Publicity for public library programs should be printed both in English and other languages and should be posted in other language newspapers, neighborhoods and business centers.

108.0 Evaluation: Limited English-Speaking

Evaluation will be based upon the degree to which the library and information needs of the limited English-speaking population are met and will be conducted by the State Library staff with assistance from the New Hampshire State Library Advisory Council.

109.0 *LIBRARY SERVICES TO THE ELDERLY*

109.0 Goal

To increase access by older Americans to the state's library and informational resources by improving and expanding the materials, services and programs presently available to this group.

109.1 Definition

Older reader services may include the following: (a) training of librarians to work with the elderly, (b) the conduct of special library programs for the elderly, particularly for the elderly who are handicapped, (c) the purchase of special library materials for use by the elderly, (d) the provision of in-home visits by library personnel to the elderly, and (e) the establishment of outreach programs to notify the elderly of library services available to them.

109.2 Objective

To identify older individuals in New Hampshire and work with public librarians to determine the library and information needs of these persons.

109.21 Task

Assist public librarians in identifying those areas with concentrations of elderly individuals.

109.22 Task

Work with public librarians and community groups in determining the type and format of library material that will best meet the needs of the elderly population.

109.3. Objective

To identify library resources presently available and make additional resources available to older Americans by maintaining and expanding a collection of large print books.

109.31 Task

Loan deposit collections to public libraries on a rotating basis.

109.32 Task

Continue to add approximately 500 new large print titles annually to the existing collection.

109.33 Task

Assist public librarians in publicizing the availability of these collections.

109.4 Objective

To identify additional programs and services available to the elderly and to work with public librarians in evaluating these programs and services.

109.41 Task

Encourage public librarians to work with local elderly service groups in identifying existing library services available to the elderly.

109.42 Task

Cooperate with public librarians in evaluating existing services and programs and, where necessary, take steps to upgrade and improve them.

109.5 Objective

To coordinate existing library services and to promote cooperation in the development of an overall plan of resource sharing services and library programming with community elderly service groups and agencies serving the elderly.

109.51 Task

Work with community elderly councils and the New Hampshire Division of Elderly & Adult Services in developing cooperative programs designed to meet the library and informational needs of the elderly population.

109.0 Policies: Library Services to the Elderly

It is the policy of the New Hampshire State Library to improve state and public library services for older Americans in accordance with Section 2 of P.L. 98-480 of the Library Services and Construction Act. It is further the policy of the New Hampshire State Library to promote awareness among public librarians so that they may channel efforts and resources toward meeting the library and informational needs of the state's elderly.

109.0 Procedures: Library Services to the Elderly

Public libraries will be eligible to apply for assistance under the Library Services and Construction Act Title I, Special Project Grants Program.

109.0 Priorities: Library Services to the Elderly

Priority will be given to libraries in communities with high concentrations of elderly persons and to libraries that cooperate with other community agencies in serving the elderly.

109.0 Criteria: Library Services to the Elderly

The activities listed under 104.1, Definition, may be considered as guidelines for evaluating proposals for developing library services for elderly persons.

109.0 Evaluation: Library Services to the Elderly

Evaluation will be based on the degree to which the stated goals and objectives are met. Evaluation will be carried out by State Library staff with assistance from the New Hampshire State Library Advisory Council.

110.0 *COMMUNITY INFORMATION REFERRAL CENTERS*

110.0 Goal

To provide community information referral services that will link individuals to appropriate informational resources.

110.1 Definition

Community information referral center means a center that provides information and makes referrals to link people in need of services to appropriate resources. Information referral furthers the role of the public library by expanding its informational resources to include community resources.

110.2 Objective

To assist public libraries to respond to the community informational needs of residents.

110.21 Task

Provide funds to allow libraries to acquire materials that will meet documented needs.

110.22 Task

Encourage and support staff training in the various aspects of information referral services.

110.23 Task

Advise and consult with public libraries on the creation of automated referral file directories.

110.0 Policies: Community Information Referral Centers

It is the policy of the New Hampshire State Library to promote and encourage the development and operation of community referral centers.

110.0 Procedures: Community Information Referral Centers

Public libraries that are members of the New Hampshire Statewide Library Development System will be eligible to apply for grants under the Library Services and Construction Act Title I.

110.0 Priorities: Community Information Referral Centers

Areas of the state with inadequate library service that meet the listed criteria will be given priority for funding.

110.0 Criteria: Community Information Referral Centers

Information referral programs should contain the following elements:

1) a determination of the community's information needs and an evaluation of existing community information services;
2) support for information referral services by the library's board of trustees;
3) a plan determining the scope of the services to be offered and methods of project implementation;
4) clearly defined project staff responsibilities, especially the responsibilities of the project coordinator, and the relationship between the information referral project and other library programs.

110.0 Evaluation: Community Information Referral Centers

Projects will be evaluated by the supervisor of the Library Development Services Section with the assistance of the New Hampshire State Library Advisory Council.

111.0 *LIBRARY SERVICES TO INCREASE LITERACY*

111.0 Goal

To ensure that every resident of New Hampshire shall have unrestricted access to library resources to satisfy each individual's literacy needs.

111.1 Definition

Literacy means the ability of an individual to read, write, and comprehend and to perform basic arithmetical computations. Literacy program means a project or activity designed to help individuals improve their ability to read, write, or comprehend or perform basic arithmetical computations.

111.2 Objective

To provide the adult residents of New Hampshire with the opportunity to develop literacy skills.

111.21 Task

Encourage libraries and other agencies in the state to provide space and resources for conducting literacy programs.

111.22 Task

Promote the use of volunteers in disseminating information about literacy programs.

111.23 Task

Provide equal access and treatment of eligible project participants who are members of groups that have been traditionally underrepresented, specifically members of ethnic minority groups, handicapped persons, and the elderly.

111.3 Objective

To provide parents in New Hampshire with the skills and resources necessary to read to their children and to take an active part in their children's literacy development.

111.31 Task

Encourage libraries and other agencies in the state to provide space and resources for conducting family literacy programs.

111.32 Task

Assist librarians in providing adult and family literacy programs.

111.4 Objective

To expand and improve the degree of involvement of the state's libraries in providing adult and family literacy programs.

111.41 Task

Promote staff development of librarians through continuing education programs to further their knowledge of and expertise in developing adult and family literacy programs.

111.42 Task
Assist librarians in applying for financial assistance from the LSCA Library Literacy Program and other funding sources.

111.5 Objective
To work in conjunction with the New Hampshire Office of Adult Basic Education and other agencies in sponsoring adult and family literacy programs.

111.5I Task
Promote public awareness of the availability of literacy training through libraries, the Office of Adult Basic Education, and other agencies.

111.0 Policies: Library Services to Increase Literacy
It is the policy of the New Hampshire State Library to encourage and promote literacy programs in New Hampshire public libraries.

111.0 Procedures: Library Services to Increase Literacy
Public libraries are eligible to apply for assistance under the Library Services and Construction Act Title I and Title VI.

111.0 Priorities: Library Services to Increase Literacy
Literacy programs that are planned in coordination with other libraries or agencies engaged in similar programs will be given first priority.

111.0 Criteria: Library Services to Increase Literacy
Literacy grants under Title VI will be made based on the criteria set forth in 34 CFR 769.31. Grants made under Title I will be made based on project quality; use of library facilities for literacy programs; availability of materials; cooperation with other agencies; and qualifications of project personnel.

111.0 Evaluation: Library Services to Increase Literacy
Literacy program evaluations will be conducted by the staff of the New Hampshire State Library with assistance from the New Hampshire State Library Advisory Council.

112.0 *LIBRARY SERVICES TO HANDICAPPED INDIVIDUALS*

112.0 Goal
To extend and improve public library services to handicapped individuals.

112.1 Definition
For purposes of this long-range program a handicapped individual is a person that is physically or mentally impaired, visually impaired, or hearing impaired.

112.2 Objective
To encourage public libraries to develop collections and programs to serve New Hampshire citizens with handicaps.

112.21 Task
Work with the supervisor of the Library Services to the Handicapped and Institutions Section to encourage public librarians to better serve handicapped residents of their communities.

112.22 Task
Conduct a statewide survey in order to determine the total number of handicapped residents.

112.23 Task
Provide funding and assistance to public libraries for the development of services for residents with handicaps.

112.0 Policies: Library Services to Handicapped Individuals

It is the policy of the New Hampshire State Library to encourage the extension and development of library services to handicapped individuals.

112.0 Procedures: Library Services to Handicapped Individuals

Public libraries that are members of the New Hampshire Statewide Library Development System will be eligible to apply for funding under the Library Services and Construction Act Title I.

112.0 Priorities: Library Services to Handicapped Individuals

Priorities will be given to public libraries in those areas of the state with high populations of handicapped individuals. Priority will also be given to those libraries in areas with inadequate service.

112.0 Criteria: Library Services to Handicapped Individuals

Libraries seeking to develop services for handicapped individuals should: (1) coordinate operations with the State Library's Regional Library for the Blind and Physically Handicapped; (2) develop a project that targets individuals with speech or auditory impairments, individuals who are emotionally disturbed, and individuals who are mentally retarded.

112.0 Evaluation: Library Services to Handicapped Individuals

Evaluation will be performed by State Library staff and the New Hampshire State Library Advisory Council and will be based on the degree to which handicapped individuals are receiving service.

113.0 *INTERGENERATIONAL LIBRARY PROGRAMS*

113.0 Goal

To assist public libraries in the development of intergenerational library programs

113.1 Definition

Intergenerational library programs are programs that will match older adult volunteers with libraries interested in developing after school literacy and reading skills for unsupervised school children during after school hours.

113.2 Objective

To assist public librarians to develop after school programs using older adults to help unsupervised school children to improve literacy and reading skills.

113.21 Task

Consult with public librarians to determine the number of unsupervised children that come to the library after school.

113.22 Task

Work with the New Hampshire Division of Elderly and Adult Services and other groups to determine the availability and willingness of older adults to participate in the program.

113.23 Task

Make funding available to assist public libraries to establish such programs

113.0 Policies: Intergenerational Library Programs

It is the policy of the New Hampshire State Library to encourage public libraries to participate in intergenerational library programs.

113.0 Procedures: Intergenerational Library Programs

Public libraries that are members of the New Hampshire Statewide Library Development System will be eligible to apply for funds under the Library Services and Construction Act Title I.

113.0 Priorities: Intergenerational Library Programs

Priority will be given to those areas of the state that have the highest numbers of single working parents, unsupervised children, and children with low literacy and reading levels.

113.0 Criteria: Intergenerational Library Programs

In establishing criteria for the approval of intergenerational library projects, consideration will be given to the availability of older adult volunteers and the amount of activity in children's services at applying libraries.

113.0 Evaluation: Intergenerational Library Programs

Evaluation will be performed by State Library staff with assistance from the New Hampshire State Library Advisory Council.

114.0 *CHILD CARE CENTER LIBRARY PROGRAMS*

114.0 Goal

To assist public libraries in developing child care center library programs.

114.1 Definition

Child care center library programs are programs that provide mobile library services to child care providers or child care centers that are licensed or certified by the state.

114.2 Objective

To assist public libraries in developing local outreach mobile library services to meet the needs of children at child care centers.

114.21 Task

In cooperation with public librarians and child care providers, determine the status of library services available at child care centers.

114.22 Task

In response to determined needs, provide funds for public libraries to develop outreach programs designed to provide library services to child care centers.

114.0 Policies: Child Care Center Library Programs

It is the policy of the New Hampshire State Library to support and encourage child care center library programs.

114.0 Priorities: Child Care Center Library Programs

Priority will be given to those communities with the highest number of child care centers. Libraries that receive top priority will be those that engage in strong cooperative efforts with other local agencies.

114.0 Criteria: Child Care Center Library Programs

State Library staff will work with other librarians and the New Hampshire State Library Advisory Council to establish criteria.

114.0 Evaluation: Child Care Center Library Programs

Evaluation will be based on how well projects meet the criteria established by the State Library staff.

115.0 *MODEL LIBRARY LITERACY PROGRAMS*

115.0 Goal

To provide assistance to public libraries in developing model library literacy programs.

115.1 Definition

A model library literacy program is a library-based program that reduces the number of functionally illiterate individuals and thereby helps them to reach full employment.

115.2 Objective

Provide assistance to public libraries in establishing model library literacy programs.

115.21 Task

In cooperation with librarians who have sponsored successful library literacy programs, establish guidelines for model programs.

115.22 Task

Work with other literacy and educational agencies in providing assistance to libraries that wish to begin literacy programs.

115.23 Task

Continue the process of identifying the functionally illiterate residents of the state.

115.24 Task

Provide funding and assistance to public libraries for the establishment of model library literacy programs.

115.0 Policies: Model Library Literacy Programs

It is the policy of the New Hampshire State Library to encourage the establishment of model library literacy programs in public libraries.

115.0 Procedures: Model Library Literacy Programs

Public libraries that are members of the New Hampshire Statewide Library Development System are eligible to apply for funds under the Library Services and Construction Act Title I.

115.0 Priorities: Model Library Literacy Programs

Those libraries in communities with high levels of functional illiteracy will be given top priority.

115.0 Criteria: Model Library Literacy Programs

Model library literacy projects should include trained staff and volunteers, a cooperative component involving other community agencies, and access to literacy directed library materials.

115.0 Evaluation: Model Library Literacy Programs

Evaluation will be performed by the State Library's literacy coordinator and the New Hampshire State Library Advisory Council.

116.0 *LIBRARY SERVICES FOR DRUG ABUSE PREVENTION PROGRAMS*

116.0 Goal

To assist public libraries in developing drug abuse prevention programs.

116.1 Definition

Drug abuse prevention programs involve the displaying of educational materials and conducting community-wide programs aimed at preventing and eliminating drug abuse.

116.2 Objective

To assist public libraries in providing educational materials aimed at preventing drug abuse.

116.22 Task

Provide grant funding to help public libraries acquire and display those materials.

116.22 Task
Provide technical assistance and consultation to grant recipients.

116.3 Objectives
To assist public libraries in conducting community-wide programs aimed at preventing and eliminating drug abuse.

116.32 Task
Provide grant funding to assist in implementing the community-wide programs.

116.33 Task
Provide consultant assistance in the support of community-wide programs

116.0 Policies: Drug Abuse Prevention Programs
It is the policy of the New Hampshire State Library to encourage public libraries to take part in library programs that seek to reduce or eliminate drug abuse.

116.0 Procedures: Drug Abuse Prevention Programs
Public libraries that are members of the New Hampshire Statewide Library Development System will be eligible to apply for funding under the Library Services and Construction Act Title I.

116.0 Priorities: Drug Abuse Prevention Programs
Special consideration will be given to those communities that have a higher rate of narcotic arrests.

116.0 Criteria: Drug Abuse Prevention Programs
Applicants must demonstrate a documented need for the program and must show evidence of collaborative efforts with other local agencies.

116.0 Evaluation: Drug Abuse Prevention Program
Evaluation of funded programs will be conducted by State Library staff and the New Hampshire State Library Advisory Council.

117.0 *ADMINISTRATION OF THE LIBRARY SERVICES AND CONSTRUCTION ACT PROGRAM*

117.0 Goal
To administer and supervise the administration of all programs and projects covered in the State Plan, as required by the Library Services and Construction Act.

117.1 Definition
In accordance with Section 102(b) of the Library Services and Construction Act, funds may be used to pay the cost of administering the State Plan submitted and approved under the Act (including obtaining the services of consultants). Funds may also be used for statewide planning and evaluation of library services, dissemination of information concerning library services, and the activities of such advisory groups and panels as may be necessary to assist the state library administrative agency in carrying out its functions.

117.2 Objective
To define, coordinate and perform the tasks necessary for efficient administration of the State Plan.

117.21 Task
To maintain sufficient staff levels to effectively execute the responsibility of administering the LSCA program.

117.22 Task
Initiate and maintain fiscal controls and accounting procedures that will ensure that funds will be disbursed and recorded in an accepted and efficient manner.

117.23 Task
Ensure that periodic audits of LSCA funds are carried out as required.

117.24 Task
Prepare and submit to appropriate federal agencies all required reports.

117.25 Task
Develop policies, procedures, criteria and evaluative mechanisms for administration of grants awarded under LSCA.

117.26 Task
Continue to work closely with New Hampshire's assigned administrative librarian at the U.S. Department of Education in the development and administration of the State Plan.

117.27 Task
Encourage attendance at applicable meetings and assist, when appropriate, in furthering continuing education.

117.3 Objective
To work with the library community in developing plans and procedures that will foster the further development and improvement of statewide library services.

117.31 Task
Promote a climate of opinion among members of the library community that is supportive of library development and unrestricted access to information for all residents of the state.

117.32 Task
Support and fund the activities of the New Hampshire State Library Advisory Council that are essential in assisting the State Library in the administration of the State Plan.

117.33 Task
Working with the appropriate bodies, prepare the State Plan, and disseminate the approved plan throughout the library community.

117.4 Objective
To fully inform the library community and the general public about library programs and services.

117.41 Task
Collect, publish and disseminate data on New Hampshire library programs and services.

117.42 Task
Monitor and publicize the development and progress of LSCA-funded programs and projects.

117.43 Task
Provide the library community and appropriate local officials with the information necessary for participation in the LSCA-sponsored programs.

TITLE II - FACILITIES AND TECHNOLOGY

200.0 *PUBLIC LIBRARY CONSTRUCTION AND TECHNOLOGY ENHANCEMENT*

200.0 Goal
To insure that all residents of New Hampshire will have access to adequate public library facilities and quality library services, resources, and programs.

200.1 Definition

Construction includes construction of new buildings and acquisition, expansion, remodeling and alteration of existing buildings, initial equipment for any such buildings, or any combination of such activities (including architects' fees and the cost of acquisition of land). Such term includes remodeling to meet standards under the Act of August 12, 1968, commonly known as the "Architectural Barriers Act of 1968," remodeling designed to conserve energy, renovation or remodeling to accommodate new technologies and the purchase of existing historic buildings for conversion to public libraries. Public library construction can include projects that are designed to ensure safe working environments.

The term equipment includes machinery, utilities and built-in equipment and any necessary enclosures or structures to house them; and such term includes all other items necessary for the functioning of a particular facility as a facility for the provision of library services. In addition, the lease of equipment, information and building technologies, and video and telecommunications equipment can be included in the term equipment.

Technology enhancement means the acquisition, installation, maintenance or replacement of substantial technological equipment (including library bibliographic automation equipment) necessary to provide access to information in electronic and other formats made possible by new information and communications technologies.

200.2 Objective

To assist public librarians in evaluating their spatial requirements in existing facilities and to help to plan new or renovated structures.

200.21 Task

Increase public librarians awareness of national and regional developments in public library facilities.

200.22 Task

Public library consultants from the State Library staff will assist public librarians in planning for public library construction.

200.23 Task

Publish information about recent additions, remodelings, renovations, or new structures in the State Library newsletter and other publications.

200.24 Task

Establish communications with other government agencies and charitable and philanthropic foundations that are possible sources of funding and assistance for public library construction.

200.3 Objective

To provide libraries with matching funds under Title II of LSCA for public library construction. Funds may be used for the following: acquisition, expansion, remodeling and alteration of existing buildings, or remodeling to accommodate handicapped access, energy conservation, or new technologies.

200.31 Task

Continue to establish policies, procedures, and criteria that will make it possible to administer the construction assistance grant program in an equitable manner.

200.32 Task

Make the library community aware of the availability of Title II funds and invite applications.

200.33 Task

Recommend qualified projects to the New Hampshire State Library Advisory Council for approval.

200.34 Task

Upon approval by the New Hampshire State Library Advisory Council, submit the Title II Annual Program to the U.S. Secretary of Education for final approval.

200.35 Task
Monitor and periodically inspect each project to ensure compliance with the applicable federal and state laws, rules and regulations.

200.36 Task
Conduct final evaluations of individual projects.

200.4 Objective
To assist public libraries in enhancing their technological capacity to provide access to information in electronic and other formats.

200.41 Task
Increase the awareness of public librarians in regard to the latest advances in technology and provide assistance in planning for new technology.

200.42 Task
Provide consultation and technical assistance in determining the technological requirements of public libraries.

200.43 Task
Provide matching grant funding to enable public libraries to substantially enhance their ability to provide access to electronic and other information.

200.44 Task
Provide matching grant funds to smaller public libraries to allow them to purchase and install the equipment necessary to access the statewide bibliographic database.

200.0 Policies: Public Library Construction and Technology Enhancement
It is the policy of the New Hampshire State Library to support and assist in the construction of adequate public library facilities and technology enhancement under Title II of the Library Services and Construction Act. It is further the policy to give consideration to the salient factors relating to the individual public libraries submitting a grant application - such factors as potential growth, annual operating budget, local support, collections of books and related materials, number and quality of staff, and service to outlying areas. Every effort will be made to distribute funds to libraries encompassing a broad geographical area.

200.0 Procedures: Public Library Construction and Technology Enhancement
All public libraries that have submitted a "Notification of Intent to Apply" on forms supplied by the State Library are eligible to apply.

The following documents must be submitted as part of the application:

1) certification of the availability of required matching funds; expenditures for architects' fees, site acquisition and preliminary planning costs are eligible as allowable matching funds if made within three years prior to the date of approval of the project;
2) a set of preliminary architectural plans showing site plan, vertical sections, scale drawings of floor plans and sketch of exterior, where applicable;
3) certification that the applicant will have undisturbed use and possession of the facilities for the useful life of the building or 20 years, which ever is larger;
4) an evaluation of flood hazards of the proposed construction in accordance with Executive Order 11988 and as required by 34 CFR 75.611, including certification that the use of flood plains will be avoided as far as is practicable. (Certification may be obtained from the U.S. Army Corps of Engineers.);
5) a written building program that clearly shows how the project will contribute to new or improved services; this document should include a projection of the library's complete long-range needs showing that the present facility will not permit present and future development of adequate public library service;

6) in the case of technology enhancement project applications, a narrative must be included describing the need, objectives, benefit, future funding and methods of evaluation;
7) assurance of compliance with federal statutes and regulations prohibiting discrimination on the basis of race, color, national origin, handicap, sex, or age as required by 34 CFR 76.500;
8) certification that the facilities will be accessible to and usable by the physically handicapped as required by 34 CRF 75.610.

HEARING. When an application for LSCA Title II funds is denied, a written notice will be sent to the applicant stating the reason for denial. The applicant may submit a written request for a hearing to the New Hampshire State Library Advisory Council within ten days of receipt of the notice of denial. The applicant will be notified in writing of the date and time that the hearing will be held at the State Library. The hearing will be held before the New Hampshire State Library Advisory Council and such members of the State Library staff as the Council designates.

The following costs may be paid from LSCA Title II funds:

Construction of new buildings to be used for public library facilities; acquisition, expansion, remodeling and alteration of existing buildings, as distinguished from maintenance and repair of existing buildings, to be used for public library purposes (i.e., LSCA funds may not be used for maintenance or repair); remodeling to accommodate handicapped access, energy conservation or new technologies is eligible;

Expenses (other than interest and the carrying charges on bonds) relating to the acquisition of land on which there is to be construction of new buildings or expansion of existing buildings, which are incurred within three fiscal years preceding the fiscal year in which the project was approved by the New Hampshire State Librarian, if such expenses constitute an actual cost or transfer of public funds;

Site gradings and improvement of land, including demolition relating to the project; Architectural, engineering and inspection expenses incurred after site selection; Expenses related to the acquisition and installation of initial equipment to be located in a public library facility, including all necessary building fixtures and utilities, office furniture and public library equipment. The term equipment includes machinery, utilities, built-in equipment and any necessary enclosures or structures to house them, and all other items necessary for the functioning of a particular library facility.

Expenses related to the acquisition, installation, maintenance or replacement of substantial technological equipment.

NOTE: Expenses for library materials (books, periodicals, films, recordings, either audio or video) are not eligible.

200.0 Priorities: Public Library Construction and Technology Enhancement

In awarding construction and technology enhancement assistance grants under Title II, the following priorities will be assigned to public library construction projects. Priorities are arranged in rank order:

1) central public libraries that are members of the Statewide Library Development System;
2) central public libraries that currently meet the Associate Level Standards for their population group;
3) projects in central libraries located in municipalities with a concentration of disadvantaged individuals, provided that those municipalities have attempted to adequately fund such facilities;
4) projects that correct physical barriers to accessibility in central public libraries; project design must meet minimum state and federal accessibility standards;
5) projects designed to accommodate new technologies;
6) projects that correct physical barriers to accessibility in branch libraries; project design must meet minimum state and federal accessibility standards;
7) projects designed to improve energy efficiency; and
8) projects that increase public libraries' networking capabilities.

200.0 Criteria: Public Library Construction and Technology Enhancement

Any public library (as defined in the Library Services and Construction Act and in New Hampshire RSA 202-A:2) that meets the following criteria is eligible for a library construction or technology enhancement grant. The applicant must:

1) provide free service to all citizens within the area taxed for library services, without discrimination;
2) retain a registered architect; it is strongly recommended that an experienced, library building consultant acquainted with administrative and operating methods be retained to work with the architect in the planning of the project;
3) make every effort to meet the standards for space requirements contained in *Public Library Space Needs: A Planning Outline* by Anders C. Dahlgren (Wisconsin Department of Public In struction, 1988).

NOTE: Eligible libraries that meet other criteria and are located in communities that did not receive Title II funding during the most recent grant cycle will be considered before libraries that did receive funding.

200.0 Evaluation: Public Library Construction and Technology Enhancement

Funded projects will be evaluated by the State Library consultant staff and the State Librarian with assistance from the New Hampshire State Library Advisory Council.

Title III - INTERLIBRARY COOPERATION AND RESOURCE SHARING

300.0 *PLANNING FOR COOPERATIVE LIBRARY NETWORKS*

300.0 Goal

To plan for the expansion and enhancement of the statewide cooperative library network.

300.1 Definition

Planning for cooperative library networks means the planning, and taking of other steps, that will lead to the further development of the state's cooperative library network in order to provide unrestricted access to library and information services to all residents of the state.

300.2 Objective

To strengthen the Statewide Library Development System through planning for the enhancement and expansion of the state's cooperative library network.

300.21 Task

Work with nonpublic libraries in assisting them in getting their bibliographic holdings into the statewide database.

300.21 Task

Continue to work with nonpublic libraries in the planning for the implementation of an automated library network to serve libraries located in the western part of the state.

300.22 Task

Through the budgetary process, continue to develop plans for acquiring increased state support for the statewide cooperative network.

300.3 Objective

To plan for cooperative programming among school, public, academic and special libraries in the areas of library automation and networking.

300.41 Task

Provide consultant services to librarians in multitype libraries, assisting them in accessing the New Hampshire Automated Information System and other aspects of interlibrary cooperation.

300.42 Task
Investigate the implementation of a cooperative acquisitions program for libraries in the automated network to aid in statewide collection development.

300.43 Task
Conduct surveys to measure user satisfaction with the availability of materials within the network.

300.44 Task
Determine areas of weakness in statewide resources and develop a collection development policy to strengthen those areas.

300.0 Policies: Planning for Cooperative Library Networks
It is the policy of the New Hampshire State Library to plan for cooperative library networks and to put such plans into action to assure unrestricted access to library and informational resources for all residents of the state.

300.0 Procedures: Planning for Cooperative Library Networks
Planning assistance will be provided to all libraries that are members of the New Hampshire Automated Information System, or, libraries that are seeking to become members.

300.0 Priorities: Planning for Cooperative Library Networks
Planning to expand resource sharing and cooperation throughout the state will be a top priority.

300.0 Criteria: Planning for Cooperative Library Networks
All plans for cooperative library networks will be reviewed by the supervisor of Network Services and the State Librarian and will be approved by the New Hampshire Automated Information Systems Board.

300.0 Evaluation: Planning for Cooperative Library Networks
Plans will be evaluated by the State Library staff with assistance from the New Hampshire State Library Advisory Council.

301.0 *ESTABLISHING, EXPANDING AND OPERATING LIBRARY NETWORKS*

301.0 Goal
To provide rapid and efficient access to the state's library and informational resources.

301.I Definition
Establishing, expanding and operating local, regional and interstate library networks will provide for the systematic and effective coordination of the resources of school, public, academic and special libraries for improved services for the clientele served by each type of library.

301.2 Objective
To establish, operate, and maintain an automated master bibliographic file and thereby make New Hampshire information resources readily accessible to residents through all types of libraries.

301.21 Task
Provide staff and resources to ensure the continued operation of the statewide automated network. Libraries throughout the state will have access to library and informational resources via the statewide telecommunications network.

301.22 Task
Work with multitype libraries in assisting them in retrospectively converting their bibliographic records for inclusion in the statewide database.

301.23 Task
Provide technological advice and grant funding to assist in the staffing, operation and maintenance of local systems.

301.3 Objective

To develop effective and systematic communication and coordination of the resources of school, public, academic and special libraries and thereby increase the efficiency of the interlibrary loan network.

301.31 Task

Continue to utilize a State Library staff consultant to further develop and coordinate the interlibrary loan network.

301.32 Task

Members of the New Hampshire Automated Information Systems Board will continue to monitor networking activities and assist the State Library in increasing the network's capability.

301.32 Task

Develop strategies and procedures in cooperation with the New Hampshire Library Association for the creation of public awareness of the statewide network and the possibilities inherent in resource sharing and interlibrary cooperation.

301.0 Policies: Establishing, Expanding and Operating Library Networks

It is the policy of the New Hampshire State Library to support the operation of the New Hampshire Automated Information System. It is further the State Library's policy to expand the system in accordance with the recommendations of the New Hampshire Automated Information Systems Board.

301.0 Procedures: Establishing, Expanding and Operating Library Networks

Libraries that are members of the New Hampshire Statewide Library Development System are eligible to apply for automation grants as are other qualified libraries. To be funded under Title III of LSCA, automation projects must involve at least two libraries of different types.

301.0 Priorities: Establishing, Expanding and Operating Library Networks

Projects that expand and enhance resource sharing among libraries in a defined locality and contribute to statewide resource sharing will be given priority.

301.0 Criteria: Establishing, Expanding and Operating Library Networks

Grant applications for funds for networking projects will be reviewed with respect to the following:

1) evidence of financial support for the networking project by the funding body of the applying library;
2) evidence that the libraries in a multitype local network will make significant collections available statewide through the automated system;
3) evidence that staff members of applying libraries have sufficient knowledge, skill and training to implement and operate the project; and
4) evidence that applying libraries will comply with the procedures and policies contained in the *Interlibrary Loan Protocol Manual.*

301.0 Evaluation: Establishing, Expanding and Operating Library Networks

Funded projects will be evaluated by the New Hampshire State Library staff with assistance from the New Hampshire State Library Advisory Council.

302.0 *PLANNING FOR STATEWIDE RESOURCE SHARING*

302.0 Goal

To continue the planning process that will ensure that the maximum benefits of resource sharing will be achieved.

302.1 Definition

For purposes of this Long-Range Program, resource sharing means participation in organizations and conducting of activities by a group of librarians for the purpose of improving service in an efficient manner.

302.2 Objective

Develop and expand resource sharing mechanisms through the publication of guidelines, standards, and protocols.

302.21 Task

Form a new interlibrary loan protocol committee to update and revise the now outdated *Interlibrary Loan Protocol Manual.*

302.21 Task

Work with the Area Library Forums in order to determine the special provisions that may be needed by school, special or academic libraries for full participation in statewide resource sharing.

302.3 Objective

To foster cooperative programming and communication through resource sharing and interaction with libraries throughout the region.

302.31 Task

Provide opportunities for continuing education, exchange of ideas, and other types of resource sharing with counterparts in other states.

302.31 Task

Make State Library resources readily accessible and available through resource sharing at the state, regional, and national levels.

302.4 Objective

To increase the effectiveness of multitype statewide library associations and organizations in the promotion of statewide resource sharing.

302.41 Task

Sponsor and promote increased communication between the particular state associations of public, special, school, and academic libraries.

302.42 Task

Provide consultation and technical assistance to library organizations to increase resource sharing.

302.43 Task

Make grant funds available to library organizations for the purpose of expanding and improving statewide resource sharing.

302.0 Policies: Planning for Statewide Resource Sharing

It is the policy of the New Hampshire State Library to support and assist all types of libraries and library organizations in the planning for statewide resource sharing.

302.0 Procedures: Planning for Statewide Resource Sharing

Eligibility requirements for available funding will be determined by the State Librarian with the assistance of the New Hampshire State Library Advisory Council.

302.0 Priorities: Planning for Statewide Resource Sharing

Proposals to expand and enhance resource sharing among libraries in a defined locality and contribute to statewide resource sharing will be given priority.

302.0 Criteria: Planning for Statewide Resource Sharing

Applications for funds for resource sharing projects will be reviewed with respect to the following:

1) evidence of adequate planning by project participants;
2) evidence that the project will be continued beyond the grant period;
3) participation in the project by more than one type of library;

4) evidence that the library or organization is legally established;
5) evidence that the library or libraries will comply with the procedures and policies is the *Interlibrary Loan Protocol Manual.*

302.0 Evaluation: Planning for Statewide Resource Sharing

Funded projects will be evaluated by the New Hampshire State Library staff with assistance from the New Hampshire State Library Advisory Council.

303.0 *INCREASING TECHNOLOGICAL CAPACITY FOR INTERLIBRARY COOPERATION*

303.0 Goal

To increase the technological capacity of the statewide network for improved interlibrary cooperation and resource sharing.

303.1 Definition

For the purposes of this Long-Range Program technological capacity will mean the ability of the New Hampshire Automated Information System to employ machine-readable bibliographic files to carry out library resource sharing functions. It will also mean the use of state-of-the-art telecommunications equipment to enhance resource sharing and interlibrary cooperation.

303.2 Objective

To expand the capacity of the statewide database to include additional records and through the use of the database increase interlibrary cooperation.

303.21 Task

Upgrade the system as needed by increasing computer size and power and upgrading telecommunications equipment.

303.22 Task

Expand the network's electronic mail enhancement in order to facilitate automated message transmission between libraries.

303.23 Task

Provide funding and assistance to allow nonpublic libraries to enter bibliographic holdings into the statewide database.

303.3 Objective

To assure that staff members of libraries in the New Hampshire Automated Information System shall have the expertise necessary to understand and utilize technological developments as they apply to the system and interlibrary cooperative.

303.31 Task

Provide ongoing training of library personnel in the operation and maintenance of the automated system.

303.32 Task

Provide technical assistance and consultation to member libraries in the evaluation and purchase of systems hardware and software.

303.33 Task

Provide grant funding to local systems for the purchase and installation of appropriate hardware and software.

303.0 Policies: Increasing Technological Capacity for Interlibrary Cooperation

It is the policy of the New Hampshire State Library to promote interlibrary cooperation among the libraries of the New Hampshire Automated Information System. It is further the State Library's policy to increase the technological capacity of the system in order to improve interlibrary cooperation.

303.0 Procedures: Increasing Technological Capacity for Interlibrary Cooperation

Libraries that are members of the New Hampshire Statewide Library Development System are eligible to apply for grants to increase technological capacity. To be funded under Title III of LSCA, automation projects must involve at least two libraries of different types. Local systems are also eligible to apply for funds to increase technological capacity.

303.0 Priorities: Increasing Technological Capacity for Interlibrary Cooperation

Projects that expand and enhance resource sharing among libraries in a defined locality and contribbute to statewide resource sharing will be given priority.

303.0 Criteria: Increasing Technological Capacity for Interlibrary Cooperation

Grant applications for funds for technological capacity projects will be reviewed with respect to the following:

1) evidence of financial support for the technological capacity project by the funding body of the applying library;
2) evidence that the applying library will make its collections available statewide through the automated system;
3) evidence that staff members of applying libraries have sufficient knowledge, skill and training to implement and operate the project; and
4) evidence that applying libraries will comply with the procedures and policies contained in the *Interlibrary Loan Protocol Manual.*

303.0 Evaluation: Increasing Technological Capacity for Interlibrary Cooperation

Funded projects will be evaluated by the New Hampshire State Library staff with assistance from the New Hampshire State Library Advisory Council.

304.0 *PRESERVATION OF LIBRARY MATERIALS*

304.0 Goal

To develop a unified program that will ensure the preservation and conservation of library materials in libraries, archives, historical societies, scholarly organizations, and other agencies.

304.1 Definition

Time, environmental factors, and use cause library materials, both print and nonprint, e.g., books, manuscripts, maps, photographs, film, video, and computer outprint to deteriorate. Unless steps are taken these materials eventually become unusable and are ultimately lost forever. Preservation and conservation methods, aided by new technologies, now make it possible to restore damaged materials and to retard the rate of deterioration.

304.2 Objective

To continue to work in cooperation with the New Hampshire Division of Records Management and Archives, Dartmouth College, the University of New Hampshire, the New Hampshire Historical Society, and the New Hampshire State Library Advisory Council in the development of a statewide preservation plan and action agenda for preservation.

304.21 Task

Comply with the directions of the Preservation Program's Office at the National Endowment for the Humanities with respect to changes, additions, etc., required on the state's preliminary proposal for preservation planning grant funding.

304.22 Task

Through statewide meetings and regional forums, involve all types of depositories in the preservation planning process.

304.23 Task
Provide grant funding to multitype libraries to enable them to carry out the recommendations of the plan.

304.3 Objective
To identify those materials in libraries' collections that are in need of preventive conservation measures and to increase conservation measures already underway.

304.31 Task
Work with libraries and the Northeast Document Conservation Center in conducting evaluative surveys of library collections to determine preservation/conservation requirements.

304.32 Task
Include preservation/conservation training in the State Library's continuing education activities and in other continuing education programs in the state.

304.33 Task
Encourage local libraries to develop preservation/conservation programs and disaster preparedness plans.

304.4 Objective
To continue preserving and conserving the valuable materials in the State Library's collections in order to make them available to the libraries and residents of the state.

304.41 Task
Continue the ongoing work of thoroughly cleaning the entire collection.

304.42 Task
Seek state and foundation financial assistance to increase efforts in the preservation and conservation of valuable materials.

304.0 Policies: Preservation of Library Materials
It is the policy of the New Hampshire State Library to promote and encourage the conservation and preservation of library resources.

304.0 Procedures: Preservation of Library Materials
Libraries that can demonstrate a strong commitment to preservation and conservation of library materials, either through past efforts or future plans, will be eligible to apply for grant funds.

304.0 Priorities: Preservation of Library Materials
Libraries that have valuable and important materials will be given top priority. These libraries must also demonstrate that they have a strong interest and a well-developed plan to preserve and conserve their collections.

304.0 Criteria: Preservation of Library Materials
Assistance under LSCA will be given to those libraries that meet the following criteria:

1) provide information and training in preservation and conservation methods for professional and staff employees;
2) develop and coordinate efforts for selecting materials for preservation;
3) develop plans for recovery from disasters;
4) enlist the interest of concerned citizens through an advocacy campaign; and
5) seek funding from local funding bodies to institute and maintain a preservation and conservation plan.

304.0 Evaluation: Preservation of Library materials
The State Library will assess the success of individual preservation and conservation projects in terms of the number of tasks completed and the degree to which stated objectives are met.

General Definitions, Policies, Procedures

& Criteria for LSCA Grants

General Definitions, Policies, Priorities, Procedures & Criteria for LSCA Grants

DEFINITIONS

"Public library" means a library that serves free of charge all residents of a community, district, or region and receives its financial support in whole or in part from public funds. Such term also includes a research library, which, for the purposes of this sentence, means a library which —

a) makes its services available to the public free of charge;
b) has extensive collections of books, manuscripts, and other materials suitable for scholarly research which are not available to the public through public libraries;
c) engages in the dissemination of humanistic knowledge through services to readers, fellowships, educational and cultural programs, publication of significant research, and other activities; and
d) is not an integral part of an institution of higher education.

"Public library services" means library services furnished by a public library free of charge.

"Library services for the physically handicapped" means the providing of library services, through public or other nonprofit libraries, agencies or organizations to physically handicapped persons (including the blind and other visually handicapped) certified by competent authority as unable to read or to use conventional printed materials as a result of physical limitations.

"State institutional library services" means the providing of books, other library materials, and library services to (a) inmates, patients, or residents of penal institutions, reformatories, residential training schools, orphanages, general or special institutions, or hospitals operated or substantially supported by the state or (b) students in residential schools for the physically handicapped (including mentally retarded, hearing impaired, speech impaired, visually handicapped, seriously emotionally disturbed, orthopedically impaired, or other health impaired persons who by reason thereof require special education) operated or substantially supported by the state.

POLICIES

It is the policy of the New Hampshire State Library to distribute LSCA grant funds in accordance with the Long-Range Program as developed by the Commissioner of Cultural Affairs, the State Librarian, and the New Hampshire State Library Advisory Council.

To be eligible for grant funds a library must be a member of the Statewide Library Development System.

Library Services and Construction Act funds granted to a library are not intended to supplant municipal appropriations for library operation.

The New Hampshire State Library will make known, through mailings, publications, meetings, area library forums, visits, and other means, the availability of LSCA funds.

Continuing projects funded under LSCA will be evaluated annually and time-specific projects will be evaluated at appropriate times during the life of the project.

Results of project evaluations will be included in the Library Services and Construction Act Annual Reports and will be presented to the New Hampshire State Library Advisory Council. Copies will also be available at the State Library for review by other interested persons.

The New Hampshire State Library will involve all types of libraries in projects that are funded under Title III, Interlibrary Cooperation and Resource Sharing.

Libraries receiving grant funds must show a willingness and a capability to support funded projects subsequent to LSCA funding involvement.

Grant applications and required correspondence must be completed on the official forms provided by the New Hampshire State Library and must be submitted to the State Library by the stated deadline.

PRIORITIES

Priority for the awarding of grant funds will be given to those projects and programs designed to accomplish the following:

1) Improve access to public library resources and services for the least served populations in New Hampshire. These populations include the elderly, the disadvantaged, the limited English speaking, handicapped individuals and individuals in urban and rural areas without access to adequate library service.
2) Increase library services and access to services through the effective use of technology.

Priorities for specific programs are included in the "Action Plan" section of this document.

Priorities for the awarding of grant funds will be reviewed annually by the State Librarian and the New Hampshire State Library Advisory Council and revised as required.

PROCEDURES

The procedures for the allocation of grant funds under Titles I and III of the Library Services and Construction Act are as follows:

- Notification of the New Hampshire library community of the availability of grant funds under Title I and Title III.
- Request that interested libraries submit "Notification of Intent to Apply" forms to the State Library.
- Libraries intending to apply will receive application forms which are to be completed and returned to the State Library (Appendix E).

The State Librarian, assisted by the Administrator of the Bureau of Library Operations and the Supervisor of the Library Development Services Section, will review grant applications and make recommendations to the New Hampshire State Library Advisory Council.

Upon approval by the State Library Advisory Council grant awards will be made and libraries will be instructed in the completion of scheduled reports, audit requirements and related required activities (sample forms are included in Appendix F).

CRITERIA

Criteria specific to projects described in the Action Plan for these projects apply. In addition, libraries applying for grant funds under LSCA Title I and Title III are required to meet the following criteria:

- Provide a definition and description of how the particular project will be continued subsequent to the term of the grant.
- Present plans on how the grant-funded project may be replicated in other areas of the state.
- Emphasize the manner in which existing resources may be successfully shared through cooperation and coordination.
- Provide a method of reporting and disseminating the project results.
- Demonstrate how the project will enhance and promote the objectives of the New Hampshire Long-Range Program for Statewide Library Development.

Demonstrate the feasibility of the project and the availability of sufficient and qualified staff and funds to guarantee completion.

- Provide a clear and detailed budget.
- Indicate that a genuine need exists for the project.
- Provide a clear description of the project and the methods by which the project goal is to be achieved.

APPENDIX A

New Hampshire State Library Advisory Council

Arthur Berlin, Chairman
23 Marsh Avenue
Salem, NH 03079
HT 893-8796
Rep. Special Libraries

Fred Bauer
Mirror Lake Estates
Mirror Lake, NH 03853
HT 569-2936
Rep. Library Users

Sara Chapman
Whipple Free Library
Box 237
New Boston, NH 03070
HT 487-2481 - WT 487-3391
Rep. Small/Medium Libraries

Pauline Croteau
400 Main Street
Keene, NH 03431
827-3450
Rep. Library Users

Maureen Cullen
328 Winnacunnet Road
Hampton, NH 03842
HT 926-2601 - WT 926-3395 x 21
Rep. School Libraries

Jean Garland
Box 366
Bartlett, NH 03812
HT 374-2293 - WT 374-2755
Rep. Small Public Libraries

Cynthia Hamilton
Jaffrey Public LIbrary
111 Main Street
Jaffrey, NH 03452
HT 532-6064 - WT 532-7301
Rep. Handicapped Library Users

Dorothy Holden
B-3 Ternbury Square
Nashua, NH 03060
HT 888-6566
Rep. Library Users

Donald Hutchinson
Joslin Road
Milford, NH 03055
HT 673-3337
Rep. Disadvantaged Users

Jeffrey Kent
Broken Ground School
Portsmouth Street
Concord, NH 03301
HT 225-0825 - WT 226-2719
Rep. School Libraries

Ann McHugo
Baker Library
Dartmouth College
Hanover, NH 03755
WT 646-3605
Rep. Academic Libraries

Jane Palmer
PO Box 595
North Hampton, NH 03862
HT 964-8929
Rep. Library Users

Edward Reed
Kelley Library
234 Main Street
Salem, NH 03079
HT 893-5895 - WT 898-7064
Rep. Large Public Libraries

David Richman
16 Cowell Drive
Durham, NH 03824
HT 868-2758 - WT 862-3043
Rep. Handicapped Library Users

Ann Rolfe
Concord Hospital
Medical Library
250 Pleasant Street
Concord, NH 03301
WT 225-2711 x 3680
Rep. Institutional Libraries

Rachel Sanborn
3 Fremont Road
Epping, NH 03043
HT 679-8704
Rep. Library Users

Susan Snider
N.H. Department of Education
101 Pleasant Street
Concord, NH 03301
WT 271-2632
Rep. Board of Education

Yvette Viger
PO Box 194
Groveton, NH 03582
HT 636-2275
Rep. Disadvantaged Users

Michael York
University of New Hampshire
Dimond Library
Durham, NH 03824
WT 862-1540
Rep. Academic Libraries

APPENDIX B

Areas Without Public Library Service
and with
Inadequate Public Library Service

Definition: Area without public library service means any area in which there is no tax-supported library or a library that is presently inactive. Areas with inadequate public library service means any area in which there is a tax-supported public library that is open less than twelve hours per week or that is open fewer hour than is adequate for the population and does not provide an adequate level of service.

TOWNS WITHOUT PUBLIC LIBRARY SERVICE

Town	Population
Albany	461
Benton	339
Brookfield	406
Chatham	229
Clarksville	264
Columbia	924
Dixville	37
Eaton	315
Ellsworth	43
Hart's Location	34
Landaff	286
Langdon	437
Lyman	372
Madbury	1,202
Middleton	830
Millsfield	16
Pinkham's Grant	17
Rollinsford	2,376
Roxbury	218
Sharon	230
Wentworth's Location	43
Windsor	102
Total	9,181

TOWNS WITH LIBRARIES OPEN LESS THAN 12 HOURS WEEKLY
(MINIMUM TO BE REQUIRED BY REVISED STANDARDS)

Town	Area	Population
Acworth	II	588
Alexandria	III	902
Auburn	VI	3,798
Boscawen	IV	3,634
Bridgewater	III	840
Campton	III	2,132
Carroll (Twin Mountain)	I	810
Chichester	IV	1,919
Croydon	II	557
Dalton	I	771
Danbury	IV	810
Deerfield	IV	2,778
Deering	IV	1,417
Dorchester	II	443
Dummer	I	361
Easton	I	156
Etna Hanover	II	10,415
Effingham	V	761
Errol	I	262
Gilmanton	III	2,571
Goshen	II	638
Grafton	II	1,120
Haverhill		3,881
North Haverhill	I	
Pike	I	
Haverhill Library Association	I	
Hebron	III	498
Hill	IV	835
Jefferson	I	882
Lempster	II	989
Marlow	II	655
Milan	I	1,134
Milton Mills	V	2,810
Newfields	V	848
Orange	II	241
Orford	I	932
Pittsburg	I	993
Randolph	I	334
Shelburne	I	370
Springfield	II	751
Stark	I	515
Stewartstown	I	993
Stoddard	II	580
Stratford	I	947
Sugar Hill	I	439
Sullivan	II	748
Surry	II	613

Town	Area	Population
Sutton	III	1,084
Wakefield Library Association	V	2,996
Union Village		
Warren	III	757
Waterville Valley	III	216
Wentworth	III	640

TOWNS WITH MORE THAN ONE LIBRARY (NOT Branches)

Town	Number of Libraries	Population
Andover	2	1,907
Conway	2	9,121
Derry	2	26,388
Gilmanton	3	2,571
Hanover	2	10,415
Haverhill	4	3,881
Hopkinton	2	4,269
Milton	2	2,810
Orford	2	932
Plainfield	2	2,009
Rochester	2	25,381
Stewartstown	2	993
Stratford	2	947
Swanzey	2	5,992
Tamworth	2	1,867
Wakefield	3	2,996
Winchester	2	4,150

TOWN WITH UNDER 1,000 POPULATION
THAT MEET OR EXCEED MINIMUM STANDARDS FOR HOURS OPEN

Town	Area	Population
Bath	I	848
Franconia	I	765
Gilsum	II	729
Jackson	I	648
Mason	VI	917
Monroe	I	692
Nelson	II	517
New Castle	V	727
Newington	V	859
Piermont	I	594
Richmond	II	930
Salisbury	IV	922
South Hampton	V	706
Washington	IV	506
Wilmot	II	940

APPENDIX C

NEW HAMPSHIRE

PUBLIC LIBRARY STANDARDS

1985

Amended, 1988

CHAPTER Lib 400

#1 The PUBLIC LIBRARY STANDARDS are based on levels of service, not the size of the community in which the library may be placed; that decision is made by the board of trustees of the library, after a careful assessment of the standards required at each level.

CHAPTER Lib 400 STATEWIDE LIBRARY DEVELOPMENT SYSTEM
Statutory Authority: RSA 201-A: 10 VI

PART Lib 401 MEMBERSHIP
Statutory Authority: RSA 201-D:7

Lib 401.01 Statewide Library Development System. A public library shall become part of the statewide library development system on application, in writing, from the board of trustees to the state library advisory council, stating its intention of meeting associate level standards; including service at a minimum of ten open hours per week. A library shall be considered a member of the statewide library development system while its application is pending.

Lib 401.02 Effective Date. Membership in the statewide library development system shall become effective on the effective date of these rules.

Lib 401.03 Forum Review Committee. Each area library forum of the statewide library development system shall have a forum review committee. The forum review committee in each area shall consist of not less than three members elected from that forum, and representing all levels of public libraries. The forum review committee members shall make onsite visits, and shall prepare a report based on these visits. This forum review committee shall also have one member who serves on a statewide appeals board.

Lib 401.04 Statewide Appeals Board. The statewide appeals board shall review, on receiving a written request from any library denied admission to the statewide library development system at the associate, certified, or accredited level, the reasons for this decision the statewide appeals board shall grant waivers of the rules based on unique situations, such as physical and legal constraints on the library. The administrator of the library development services section shall also be a member of the statewide appeals board.

Lib 401.05 Benefits. Libraries that are members of the statewide library development system shall receive certain benefits from the state library, such as:

(a) Library Services and Construction Act grants
(b) consultant services
(c) van delivery service
(d) film service
(e) centralized card service

Lib 401.06 Amendments to the Standards. The commissioner of cultural affairs shall amend the standards for public libraries with the advice and consent of the majority of the delegates to the area library forums.

PART Lib 402 STANDARDS FOR ASSOCIATE LIBRARIES
Statutory Authority: RSA 201-D:10 I, III

Lib 402.01 Associate Libraries. The associate library shall meet the standards listed in Lib 402.02, Lib 402.03, Lib 402.04 and Lib 402.05 in order to become a member of the statewide library development system.

Lib 402.02 Structure and Government.

(a) Board Meetings. The board of trustees shall have not less than six scheduled meetings per year, and the schedule shall appear in the library policy, the librarian shall attend all meetings; the board shall comply with the Right to Know Law.

(b) Budget. Total public appropriations for ordinary and necessary library expenditures and materials acquisitions shall not drop below the average of the appropriations for the two previous years; adjusted by formula for inflation.

(c) Policy. Each library shall maintain a written policy manual which shall include:

(1) general goals of the library
(2) basic rules governing personnel and other internal rules of the library
(3) a materials selection policy including endorsement of the library bill of rights and freedom to read statement
(4) trustees' bylaws
(5) cooperation between public and other libraries
(6) library procedures

This manual shall be reviewed every five years, and placed on file with the state library.

(d) Statistics. An annual statistical report shall be filed with the New Hampshire state library in accordance with RSA 202-A:12.

(e) Area Library Forum. The associate library shall participate in its area library forum by attendance at a majority of the meetings; with designation of a delegate and an alternate, one of whom shall be the librarian.

Lib 402.03 Service. The following areas of service shall be required for the associate level library.

(a) Community Library Service. Community library service shall be provided at a frequency and scheduling that allows access to users and potential users; including morning, afternoon and evening hours. Libraries entering the statewide library development system shall not fall below their entry level of hours open. Branch libraries and other libraries within a defined municipal district (community) shall be considered as separate libraries unless their open hours are schedule to provide extended service in that community. Minimum hours of service shall be as follows:

Population	Hours
under - 1,000	10 hours
1,001 - 3,000	22 hours
3,001 - 6,000	27 hours
6,001 - 9,000	32 hours
9,001 - 12,000	37 hours
12,001 - 18,000	47 hours
18,001 - 30,000	52 hours
over - 30,000	57 hours

(1) Hours of Service. The hours of service shall be in effect for at least seven months of the year; seasonal changes may be made to reflect population demands. These requirements shall in no way prevent a library from opening a greater number of hours than those shown for its population range, in accordance with community needs.

(2) Resident Population. The resident population figures issued annually by the office of state planning shall be used as the basis for grouping towns by population rather than the decennial census figures. The annual public library report shall include a space for reporting the resident population figure.

(b) Reference Service. The associate library shall have sufficient numbers of standard reference books and materials to supply information most frequently needed, and personnel able to locate facts in these sources. Reference books and materials shall include, as a minimum, current editions of:

(1) 1 adult encyclopedia
(2) 1 children's encyclopedia
(3) 1 world atlas
(4) 1 unabridged dictionary
(5) 1 children's dictionary
(6) 1 source book of quotations
(7) 1 almanac
(8) 1 periodical index
(9) 1 materials selection periodical
(10) 1 newspaper

(c) Interlibrary Loan. The associate library shall agree to participate in NHAIS, or, one of its local systems.

(d) Books and Materials.

(1) Selection. The library administrator shall be responsible for the selection of materials; and for the final decision on acquisitions, in accordance with the selection policies of the associate library.

(2) Collection. The library shall have a separately designated budget item for books and other materials. This budget item shall be adjusted annually by formula (the average of the budget item for the two previous years, plus the average multiplied by the CPI).

(3) Maintenance of Collection. Written procedures for processing and discarding materials shall be required.

(e) Personnel.

(1) Staff. Newly-appointed library administrators, unless they hold a professional library degree, shall have completed, or be enrolled in, the library techniques program sponsored by the state library, or some other library training program beyond the secondary level of schools. They shall enroll in these courses within one year of their appointment and complete the certification process within six years. Libraries located in communities of more than 5,000 population may have library administrators with a master's degree in library science.

(2) Number of Staff. The minimum number of personnel in the associate library shall include one salaried librarian. Staff FTE's shall be figured on the basis of the library's hours open, if the library is open less than 40 hours weekly. To figure the staff FTE's, total the number of hours worked weekly by all paid staff and regularly scheduled volunteers, and divide by the number of hours the library is open. Libraries open 40 or more hours weekly shall figure their staff FTE's by dividing the weekly number of hours worked by all paid staff and regularly scheduled volunteers by 40. Custodial personnel shall not be included in the figuring of personnel FTE's.

Staff FTE's (Full-Time Equivalents)

Population	Not less than
under - 1,000	1 FTE & a substitute
1,001 - 3,000	1 1/2 FTE
3,001 - 6,000	2 FTE
6,001 - 9,000	3 FTE
9,001 - 12,000	4 FTE
12,001 - 18,000	5 FTE
18,001 - 30,000	8 FTE
over - 30,000	15 FTE

(3) Salary Scale. Staff shall receive appropriate remuneration for experience and educational achievement, based on the personnel policies of the associate library.

(4) Continuing Education. There shall be written provisions in the associate library's personnel policies for participation in continuing education workshops, institutions, etc., with appropriate monetary, or, other compensation.

Lib 402.04 Organization of Materials. Materials shall be organized in associate libraries in the following manner:

(a) Technical Services. Associate libraries shall have a cataloged collection and shelf list.

(b) Circulation. Associate libraries shall have a basic circulation system to provide record of materials loaned, identification of borrower, and due date.

Lib 402.05 Physical Facilities. Associate libraries shall provide the following:

(a) Facilities Required. All libraries shall have a telephone, a typewriter, water, and toilet facilities.

(b) Accessibility. Libraries shall comply with the local, state, and federal rules and regulations of health, safety and accessibility.

(c) Book Return. The associate library shall have a book return slot or box large enough to accept most materials.

(d) Sign. The associate library shall have an outside sign giving the library's name and hours.

PART Lib 403 STANDARDS FOR CERTIFIED LIBRARIES
Statutory Authority: RSA 201-D:10 I, III

Lib 403.01 Certified Libraries

(a) Membership. A public library shall become a certified library when it has completed and filed a self-evaluation with the state library, hosted the area library forum review committee and received the library forum review committee's report. The report of the library forum review committee shall be based on the library's policies and procedures as provided to the state library, on its self-evaluation form, the library's long-range plan, and the visit of the forum review committee. These criteria shall be required of all certified level libraries.

(b) Action Plan. Certification shall indicate that the library has the information it needs to develop an action plan, to set long and short range goals for improvement and to develop a plan (the action plan) for their achievement. The action plan shall address the needs of all classes and ages, all mental and physical abilities of citizens.

(c) Standards. The certified library shall meet all the standards set forth for associate libraries, and the additional standards set forth in Lib 403.02, Lib 403.03, and Lib 403.04.

Lib 403.02 Structure and Government.

(a) Long-Range Plan. A five-year plan for setting goals and objectives shall be developed by the certified library. It shall be continuously updated.

(b) Community Cooperation. The certified library shall be in regular touch with community organizations and agencies, shall be informed of their activities, and shall consider their needs in its program of service.

(c) Other Community Groups. The needs of community segments not formally organized or represented by local agencies, such as infirm, elderly, native speakers of other languages, mentally handicapped and physically disabled, shall also be considered in programs of service planned by the certified library, and liaison with these groups provided.

(d) Public Relations. The certified library shall have a written public relations policy and program.

(e) Library Cooperation. The certified library shall have a written policy that outlines cooperation with school and other types of libraries.

Lib 403.03 Service

(a) Hours. The certified library shall provide minimum of service as follows:

Population	Not less than
under - 1,000	15 hours
1,001 - 3,000	28 hours
3,001 - 6,000	33 hours
6,001 - 9,000	38 hours
9,001 - 12,000	43 hours
12,001 - 18,000	53 hours
18,001 - 30,000	58 hours
over - 30,000	63 hours

(b) Communication. The certified library shall have staff meetings on a regular basis.

(c) Registration of all borrowers shall be required.

(d) Interlibrary Loan. The certified library shall agree to participate in an interlibrary loan network, and to serve as a clearinghouse for van delivery. Participation through the New Hampshire Automated Information System (NHAIS), or, its local system, shall be required.

(e) Programs. Programs for children and adults shall be required in the certified library.

(f) Reference Service. The certified library shall have a staff member qualified for reference service by the completion of library technqiues courses, or their equivalent.

(g) Advice and Guidance. The certified library shall provide professional advice and leadership to area libraries and/or cooperatives when requested.

Lib 403.04 Personnel.

(a) Staff. The certified library shall have a written staff manual, including job descriptions. The staff of the certified library shall be as follows:

Population	Not less than
under - 1,000	1 1/2 FTE
1,001 - 3,000	2 FTE
3,001 - 6,000	3 FTE
6,001 - 9,000	4 FTE
9,001 - 12,000	5 FTE
12,001 - 18,000	6 FTE
18,001 - 30,000	10 FTE
over - 30,000	20 FTE

(b) Salary Scale. The certified library shall have a salary scale for all employees commensurate with credentials and responsibilities. It is strongly recommended that the library administrator be considered a department head within the municipal government.

(c) Continuing Education. The certified library shall have a written provision in its library personnel policy for participation in continuing education workshops, institutions, etc., with appropriate monetary or other compensations.

(d) Newly-Appointed Administrators. Newly-appointed administrators in communities with a population over 5,000 shall have a master's degree in library science.

PART Lib STANDARDS FOR ACCREDITED LIBRARIES

PART Lib 404.01 Accredited Libraries.

(a) Membership. After acceptance as a certified library, the library shall utilize the self-evaluation and library forum committee recommendations as a basis for the development of an action plan for library improvement.

(b) Action Plan. The library administrator, trustees, and members of the general public shall participate in the process and the plan shall be filed at the state library.

(c) Accreditation Procedures. A library shall become accredited when the action plan is at an appropriate level of implementation. Confirmation procedures shall include a visit by a state library representative.

(d) Standards. The accredited library shall meet all the standards set forth for associate and certified libraries, and the additional standards listed in Lib 404.02, Lib 404.03, Lib 404.04 and Lib 404.05.

Lib 404.02 Service.

(a) Hours. The accredited library shall provide minimum hours of service as follows.

Population	Not less than
under - 1,000	20 hours
1,001 - 3,000	35 hours
3,001 - 6,000	40 hours
6,001 - 9,000	45 hours
9,001 - 12,000	55 hours
12,001 - 18,000	60 hours
18,001 - 30,000	65 hours
30,001 - 50,000	70 hours
over - 50,000	75 hours

(b) Reference Service. The accredited library shall have a staff qualified by graduate level reference courses and specifically assigned to reference services.

(c) Children's Services. The accredited library shall have a staff qualified by the completion of graduate level children's literature courses, and specifically assigned to children's services.

(d) Statewide Serials List. The accredited library shall contribute to the statewide serials list.

(e) Community Outreach Program. The accredited library shall undertake an outreach program aimed at the special segments of the population not otherwise served in the library. A part of this community program shall be used as a means of addressing the disabled until such time as the library facility is fully accessible.

Lib 404.03 Personnel.

(a) Staff. All newly appointed department heads shall have a master's degree in library science. The staff of an accredited library shall be as follows:

Population	Not less than
under - 1,000	2 FTE
1,001 - 3,000	3 FTE
3,001 - 6,000	4 FTE
6,001 - 9,000	5 FTE
9,001 - 12,000	6 FTE
12,001 - 18,000	9 FTE
18,001 - 30,000	12 FTE
30,001 - 50,000	24 FTE
over - 50,000	35 FTE

(b) Salary Scale. The accredited library shall have classification of jobs with job descriptions and commensurate salary scale.

Lib 404.04 Books and Materials.

(a) Periodicals Indices. The accredited library shall subscribe to more than one periodical index; with a majority of its periodicals holdings so indexed.

(b) Reference Works. The collection shall contain the standard reference works, and materials in the basic fields of knowledge.

(c) Collection. The accredited library shall develop a collection sufficient to meet the majority of local needs.

(c) Definition of Materials. Materials shall be selected in many formats to meet these needs; in addition to print materials such as magazines, newspapers, microforms, pamphlets, etc., the library shall include non-print materails such as films, film strips, slide sets, sound and video recordings, and computer software.

Lib 404.05 Physical Facilities.

(a) Adequate Space. The accredited library shall have adequate space interms of total building area for its normal reader capacity, reference service, materials storage, service area for work with children and young people, and other designated areas within the library.

(b) Staff Area. Sufficient area shall be set aside to serve as an area for the staff.

(c) Work Area. Staff work area shall also be designated.

PART Lib 405 ALLOCATION OF STATE AID AND OTHER FUNDS
Statutory Authority: RSA 201-D:10 II, IV

Lib 405.01 Eligibility. When public libraries in the statewide library development system shall achieve the appropriate standards, aid shall be allocated according to the following formula at each level.

Lib 405.02 Associate Libraries. An association library shall receive state funds amounting to not less than 2% of its total salary and materials expenditures, the salary expenditure not to include fringe benefits or charges for custodial services. A five-year cycle of review by the area library forum review committee shall be expected.

Lib 405.03 Certified Libraries. A certified library shall receive state funds amounting to not less than 5% of its salary and materials expenditures, not to include fringe benefits or charges for custodial services. A five-year cycle of review by the area library forum review committee shall be expected.

Lib 405.04 Accredited Libraries. An accredited library shall receive state funds amounting to not less than 7% of its salary and materials expenditures, not to include fringe benefits or charges for custodial services. A five-year cycle of review by the area library forum review committee shall be expected.

Lib 405.05 Reporting Requirements. All library members of the statewide library development system shall make written reports, as required, on funds and other services granted them under the Library Services and Construction Act, or other state library grants and funds.

LIBRARY DEVELOPMENT SYSTEM
Statutory Authority: RSA 201-A:10

PART Lib 406 NUMBER AND BOUNDARIES OF LIBRARIES AREAS

Lib 406.01 Library Areas. There shall be six library areas. Each area shall include at least twenty towns and/or cities. The library areas shall be as follows:

(a) AREA I

(1) Albany
(2) Atkinson & Gilmanton Academy Grant
(3) Bartlett
(4) Bath
(5) Bean's Grant
(6) Bean's Purchase
(7) Benton
(8) Berlin
(9) Bethlehem
(10) Cambridge
(11) Carroll
(12) Chandler's Purchase
(13) Chatham
(14) Clarksville
(15) Colebrook
(16) Columbia
(17) Conway
(18) Crawford's Purchase
(19) Cutt's Grant
(20) Dalton
(21) Dix's Grant
(22) Dixville
(23) Dummer
(24) Easton
(25) Eaton
(26) Ellsworth
(27) Errol
(28) Erving's Location
(29) Franconia
(30) Freedom
(31) Gorham
(32) Hadley's Purchase
(33) Hart's Location
(34) Haverhill
(35) Jackson
(36) Jefferson
(37) Kilkenny
(38) Lancaster
(39) Landaff
(40) Lincoln
(41) Lisbon
(42) Littleton
(43) Livermore
(44) Low & Burbank's Grant
(45) Lyman
(46) Madison
(47) Martin's Location
(48) Milan
(49) Millsfield
(50) Monroe
(51) Northumberland
(52) Odell
(53) Orford
(54) Piermont
(55) Pinkham's Grant
(56) Pittsburg
(57) Randolph
(58) Second College Grant
(59) Shelburne
(60) Stark
(61) Stewartstown
(62) Stratford
(63) Success
(64) Sugar Hill
(65) Tamworth
(66) Thompson & Merserve Purchase
(67) Waterville
(68) Wentworth's Location
(69) Whitefield
(70) Woodstock

(b) AREA II

(1) Acworth
(2) Alstead
(3) Antrim
(4) Bennington
(5) Canaan
(6) Charlestown
(7) Chesterfield
(8) Claremont
(9) Cornish
(10) Croydon
(11) Dorchester
(12) Dublin
(13) Enfield
(14) Fitzwilliam
(15) Francestown
(16) Gilsum
(17) Goshen
(18) Grafton
(19) Grantham
(20) Greenfield
(21) Hancock
(22) Hanover
(23) Harrisville
(24) Hinsdale
(25) Jaffrey
(26) Keene
(27) Langdon
(28) Lebanon
(29) Lempster
(30) Lyme
(31) Marlborough
(32) Marlow
(33) Nelson
(34) New London
(35) Newbury
(36) Newport
(37) Orange
(38) Peterborough
(39) Plainfield
(40) Richmond
(41) Rindge
(42) Roxbury
(43) Sharon
(44) Springfield
(45) Stoddard
(46) Sullivan
(47) Sunapee
(48) Surry
(49) Sutton
(50) Swanzey
(51) Temple
(52) Troy
(53) Unity
(54) Walpole
(55) Washington
(56) Westmoreland
(57) Wilmot
(58) Winchester

(c) AREA III
- (1) Alexandria
- (2) Ashland
- (3) Belmont
- (4) Bridgewater
- (5) Bristol
- (6) Campton
- (7) Center Harbor
- (8) Franklin
- (9) Gilford
- (10) Gilmanton
- (11) Groton
- (12) Hebron
- (13) Hill
- (14) Holderness
- (15) Laconia
- (16) Meredith
- (17) Moultonborough
- (18) New Hampton
- (19) Northfield
- (20) Plymouth
- (21) Rumney
- (22) Sanbornton
- (23) Sandwich
- (24) Thornton
- (25) Tilton
- (26) Warren
- (27) Wentworth

(d) AREA IV
- (1) Allenstown
- (2) Andover
- (3) Boscawen
- (4) Bow
- (5) Bradford
- (6) Canterbury
- (7) Chichester
- (8) Concord
- (9) Danbury
- (10) Deerfield
- (11) Deering
- (12) Dunbarton
- (13) Epsom
- (14) Henniker
- (15) Hillsboro
- (16) Hopkinton
- (17) Loudon
- (18) Northwood
- (19) Pembroke
- (20) Pittsfield
- (21) Salisbury
- (22) Warner
- (23) Weare
- (24) Webster
- (25) Windsor

(e) AREA V
- (1) Alton
- (2) Barnstead
- (3) Barrington
- (4) Brentwood
- (5) Brookfield
- (6) Dover
- (7) Durham
- (8) East Kingston
- (9) Effingham
- (10) Epping
- (11) Exeter
- (12) Farmington
- (13) Fremont
- (14) Greenland
- (15) Hampton
- (16) Hampton Falls
- (17) Kensington
- (18) Kingston
- (19) Lee
- (20) Madbury
- (21) Middleton
- (22) Milton
- (23) New Castle
- (24) New Durham
- (25) Newfields
- (26) Newington
- (27) Newmarket
- (28) North Hampton
- (29) Nottingham
- (30) Ossipee
- (31) Portsmouth
- (32) Rochester
- (33) Rollinsford
- (34) Rye
- (35) Seabrook
- (36) Somersworth
- (37) South Hampton
- (38) Strafford
- (39) Stratham
- (40) Tuftonboro
- (41) Wakefield
- (42) Wolfeboro

(f) AREA VI
- (1) Amherst
- (2) Atkinson
- (3) Auburn
- (4) Bedford
- (5) Brookline
- (6) Candia
- (7) Chester
- (8) Danville
- (9) Derry
- (10) Goffstown
- (11) Greenville
- (12) Hampstead
- (13) Hollis
- (14) Hooksett
- (15) Hudson
- (16) Litchfield
- (17) Londonderry
- (18) Lyndeborough
- (19) Manchester
- (20) Mason
- (21) Merrimack
- (22) Milford
- (23) Mont Vernon
- (24) Nashua
- (25) New Boston
- (26) New Ipswich
- (27) Newton
- (28) Pelham
- (29) Plaistow
- (30) Raymond
- (31) Salem
- (32) Sandown
- (33) Wilton
- (34) Windham

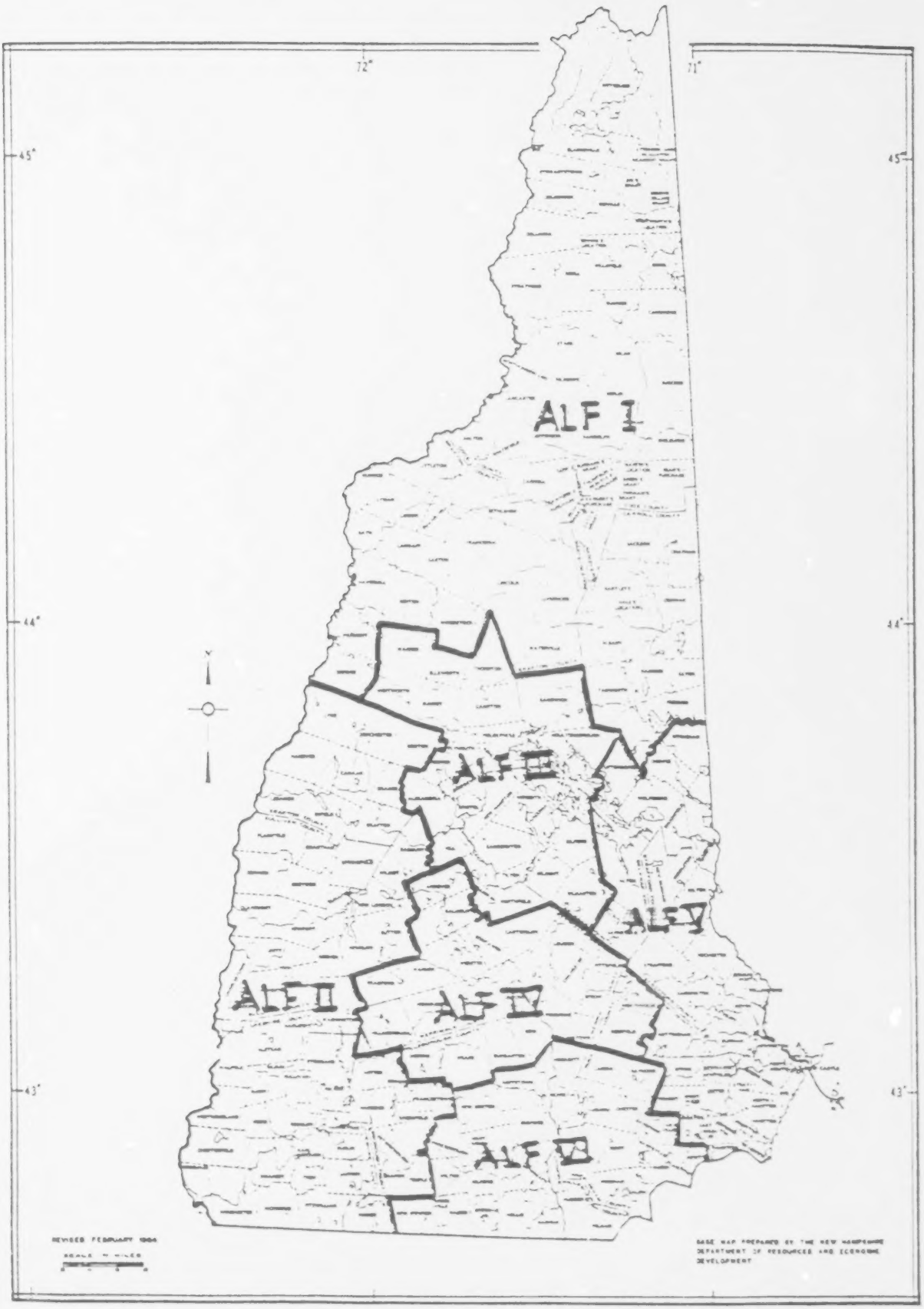
PART Lib 407 DEMOCRATIC PROCEDURES FOR LIBRARY FORUMS

Lib 407.01 Parliamentary Procedure.
Each area library forum shall follow *Robert Rules of Order*, new and enlarged edition, by Sarah Corbin Robert, Scott, Foresman, 1970.

Lib 407.02 Bylaws.
Each area library forum shall have bylaws approved by two-thirds of the representatives. The bylaws shall include provision for the election of officers, regular dates for meetings, the establishment of standing committees and the amendment of bylaws. Other provisions maybe included.

Lib 407.03 Voting.
Each representative to an area library forum, other than the state library representative, may vote.

Lib 407.04 Term.
Each representative to an area library forum shall serve for two years. A representative may serve more than one term.


72°
71°
45°
44°
43°
ALF I
ALF III
ALF V
ALF II
ALF IV
ALF VI
REVISED FEBRUARY 1984
BASE MAP PREPARED BY THE NEW HAMPSHIRE
DEPARTMENT OF RESOURCES AND ECONOMIC
DEVELOPMENT

APPENDIX D

DIRECT GRANT APPLICATION
Title I and Title III
Library Services and Construction Act

ABSTRACT

PROJECT TITLE: _____

PROJECT ADMINISTRATOR: _____

Library: _____

Address: _____

_____

Phone: _____

PARTICIPATING LIBRARIES: _____

_____

FUNDING REQUESTED FROM (check one): Title I_____ Title III _____

AMOUNT REQUESTED:_____

AREA OF ACTIVITY (projects can cover more than one area, for example, a project can involve both automation and outreach):

_____Automation

_____Outreach

_____Preservation

PROJECT STARTING DATE:_____

EXPECTED COMPLETION DATE:_____

PROJECT ADMINISTRATOR (Signature):_____

Date:_____

NARRATIVE

Your application must include the following sections - summary, introduction, problem statement/needs assessment, program objectives, methods, evaluation, future funding, and budget. Please pay close attention to the following elements when writing your narrative. Your application will be rated based on these elements.

SUMMARY. Although this will be the first item in your narrative, you should write it last since you will be basing it on the other parts of the narrative. Be sure that your summary -

-Appears at the beginning of the narrative
-Identifies the applicant
-Includes at least one sentence on credibility, i.e., that your library is qualified to carry out the proposed project
-Includes at least one sentence on the problem
-Includes at least one sentence on objectives
-Includes at least one sentence on methods
-Includes total cost, funds already obtained (if any), and amount requested from LSCA
-Is brief
-Is clear
-Is interesting

INTRODUCTION. The purpose of the introduction is to describe the applicant and its qualifications to carry out the proposed project. This should be a general description of your library/libraries, not a description of the purposes, goals, etc., of your grant proposal. A specific description of your proposal will come later in the narrative. Be sure your introduction -

-Clearly establishes who is applying for funds
-Describes your purposes and goals
-Describes your programs and activities
-Describes your patrons/constituency
-Provides evidence of your accomplishments (this may include references to any other grants or awards received)
-Offers statistics in support of your accomplishments
-Offers quotes/endorsements in support of your accomplishments (letters of support can be placed in an appendix)
-Supports your qualifications in the area of activity in which funds are being sought
-Leads logically to the problem statement
-Is as brief as possible
-Is interesting
-Is free of jargon

PROBLEM STATEMENT/NEEDS ASSESSMENT. This should be a simple statement of the existing problem for which a solution is being sought. Clearly state that there is a specific problem that can be solved within a reasonable time with a reasonable amount of money. Be sure your problem statement -

-Relates to the general purposes and goals of your library
-Is of reasonable dimensions - not trying to solve all the problems of the world
-Is supported by statistical evidence
-Is supported by statements from authorities
-Is stated in terms of your patrons' needs and problems, not the library's, i.e., focus on the problem to be solved, not on how much your library needs this opportunity
-Is developed with input from patrons

-Is not the lack of a project, i.e., avoid stating the solution to the problem as the project itself (for example, the lack of a computer in your library is not the problem - the problem is that your patrons do not have access to the resources of the New Hampshire Automated Information System)
-Makes no unsupported assumptions
-Is free of jargon
-Is interesting to read
-Is as brief as possible
-Makes a compelling case

PROGRAM OBJECTIVES. This section should describe what you hope to accomplish in specific, measurable terms. Avoid writing methods or procedures as objectives. For example, "The purpose of this project is to provide a literacy program for illiterate adults in Merrimack County" is a method to solve the problem; the objective is to "reduce the number of illiterate adults in Merrimack County." Be sure that -

-There is at least one objective for each problem described in your problem statement
-Objectives are outcomes
-Objectives are not methods
-You describe the population that will benefit
-You state the time by which your objectives will be accomplished
-Objectives are measurable, if at all possible

METHODS. Describe in detail the specific activities you are planning in order to reach your stated objectives. Be sure that this section -

-Flows naturally from your problems and objectives
-Clearly describes project activities
-States your reasons for selecting these particular activities; as applicable, describe other alternatives that could also be considered and explain why the methods chosen are considered to be the most successful
-Describes the sequence of activities
-Describes the staffing of the project
-Describes the patrons who will benefit from the project
-Presents a reasonable scope of activities that can be conducted within the time and resources of the project

EVALUATION. The evaluation should present a plan for determining the degree to which your objectives have been met and your methods have been followed. Be sure this section -

-Presents a plan for evaluating accomplishments of your objectives
-Presents a plan for evaluating and modifying your methods over the course of the project; ideally, measurements should be made at the beginning and throughout the project, as well as at the conclusion.
-Tells who will be doing the evaluation and how they were chosen
-Clearly states criteria of success
-Describes how information will be gathered
-Explains any questionnaires to be used
-Describes the process of information analysis
-Describes any evaluation reports to be produced; if applicable, describe how your results will be made available to others so that other libraires will benefit from this idea

FUTURE FUNDING. Describe your plan for continuation beyond the grant and/or the availability of other funding necessary to implement the grant. Be sure that this section -

-Presents a specific plan to obtain future funding if the project is to be continued
-Describes how other funds will be obtained, if necessary to implement the grant
-Shows minimal reliance on future grant support
-Is accompanied by letters of commitment, if necessary (attach in an appendix)

BUDGET. Even though the budget can only be an estimate of the cost, amounts should be as specific as possible and should be the minimum necessary to support the project. List specific items, with such specific descriptive information as is necessary. If there is any funding from sources other than LSCA, arrange the cost estimates in two columns - one for requested LSCA funds and one for funding from other sources. Be sure that your budget -

-Reflects what you are proposing in your narrative
-Is detailed in all aspects
-Includes project cots that will be incurred at the time of implementation, if different fromthe time of proposal writing
-Contains no unexplained amounts for miscellaneous of contingency
-Includes all items being requested under LSCA
-Includes all items paid for by other sources
-Includes all volunteers
-Details fringe benefits, separate from salaries
-Includes all consultants, if any
-Separately details all non-personnel costs
-Includes indirect costs where appropriate
-Is sufficient to perform the tasks described in the narrative

NEW HAMPSHIRE STATE LIBRARY
20 PARK STREET
CONCORD, N.H. 03301-6303

NON-PROFIT ORG.
U.S. POSTAGE
PAID
Concord, N.H. 03301
PERMIT No. 935

BEST COPY AVAILABLE